1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: [https://www.thensg.gov.za/training-course/sms-pre-entry-programme/](https://www.thensg.gov.za/training-course/sms-pre-entry-programme/). For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

**AMENDMENTS**

**NATIONAL TREASURY:** Kindly note that the following positions: Deputy Director: Corporate Law with Ref No: S092/2020) and Deputy Director: Litigation and Administrative Law with Ref No: S0962020) advertised in the Public Service Vacancy Circular 07 dated 26 February 2021 with a closing date of 12 March 2021, The right of Appearance in the High Court has been removed from the requirements of the post. We apologies for the inconvenience caused. People who have applied and still meet the above requirements need not re-apply, the closing date has been extended to 06 April 2021 at 12:00 pm. Applications: e-mail to Recruit.ODG@treasury.gov.za. Enquiries: Human Resources Tel No: 012 315
DEPARTMENT OF HOME AFFAIRS: Kindly be advised that the closing date of the Provincial Manager: KwaZulu-Natal: Pietermaritzburg, Ref No: HRMC 03/21/01, advertised in Public Service Vacancy Circular 08 dated 05 March 2021, has been extended to 26 March 2021.


GAUTENG: DEPARTMENT OF EDUCATION: Kindly note that the post of Chief Provisioning Admin Officer: Asset Control in the Asset Management Directorate with Ref No: HO2021/03/15 advertised in Public Service Vacancy Circular 08 dated 05 March 2021, should have been advertised as Chief Provisioning Admin Clerk: Asset Control and Centre is Head Office, Johannesburg.
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DEPARTMENT OF BASIC EDUCATION

ANNEXURE A

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS
Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION
Mr A Tsamai /Ms M Thubane

CLOSING DATE
06 April 2021

NOTE
Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

ERRATUM: Kindly note the following post advertised in Public Service Vacancy Circular 08 dated 05 March 2021. The Post name has been amended as follows: Deputy Director: Mathematics, Science and Technology (Ref No: DBE/27/2021) not Deputy Director as it was stated. The closing date remains the same: 26 March 2021

OTHER POST

POST 09/01
ASSISTANT DIRECTOR: INITIAL TEACHER EDUCATION REF NO: DBE/31/2021
Branch: Teacher and Professional Development
Chief Directorate: Education Human Resources Development
Directorate: Initial Teacher Education

SALARY
R470 040 per annum (Level 10)

CENTRE
Pretoria

REQUIREMENTS
A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; A three (3) years relevant experience in recruitment and/or bursary management; An understanding of the teacher education environment and bursary programmes for effective recruitment of new teachers as well as needs identification for teachers; excellent communication (written and verbal) skills, good interpersonal relation skills; Ability to work independently under pressure and adhere to deadlines; Ability to organise and administer the Funza Lushaka bursary programme and large-scale advocacy programmes; Ability to work on weekends and Public holidays; A valid driver’s license will be a prerequisite for this post.

DUTIES
The successful candidate will ensure the proper administration of the Funza Lushaka bursary programme and the monitoring thereof: Participate in the modernisation of the Funza Lushaka Bursary Information Management System; Assist with the development and maintenance of up-to-date databases for the Funza Lushaka bursary programme; Participate in advocacy programmes of the Funza Lushaka bursary programme; Collaborate with the Department of Higher Education and Training, teacher education providers, provincial education departments, other government departments and entities; Prepare relevant plans, reports and presentations; Assist with analysis of provincial, HEI as well as NSFAS plans and reports; Perform provincial monitoring visits and visits to HEIs; Assist with special initiatives in the Directorate; Handling official correspondence and submissions and Perform other tasks as required by the Director.

ENQUIRIES
Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297

NOTE
Shortlisted candidates may be required to undergo a writing test and will be subjected to a security clearance.
CLOSING DATE: 26 March 2021 (Applications received after the closing date and faxed copies will not be considered).

NOTE: The advertisement(s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver’s license). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 09/02: DEPUTY DIRECTOR BUDGET MANAGEMENT, SA ARMY REF NO: CFO 21/1/1
Finance Management Division
Chief Directorate Budget Management
Sub-directorate: SA Army
Applicants who previously applied for this post must re-apply
SALARY: R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Minimum requirements: Grade 12 certificate plus a three year B Degree or National Diploma in Finance / Accounting. A minimum of five (5) year’s Budget Management experience of which three years must be on an Assistant Director or equivalent level. Knowledge: working knowledge of estimating, budgeting, expenditure control, cash flow management and the policy, procedure and processes regarding budget management in the Public Service/Private Sector. In-depth knowledge of and ability to prepare and conduct effective decision briefs and presentations to executive authorities. A thorough working knowledge of the financial processes of the Public Service/Private Sector. Proficient in financial regulatory frameworks in
the Public/Private Sector, augmented with sound working knowledge of acquisition/procurement policies, process and procedures. Best practice budget management skills, including the drafting and submission of decisions briefs, estimates of expenditure and revenue, cash flow plans, presentations to and for clients, and providing sound financial advice to clients to ensure informed decisions. Abilities: Able to understand and interpret financial prescripts of the Public Service. Able to write and effectively apply budget policy. Ability to apply forecasting models. Ability to both lead a team and work as part of a team. Accuracy and an eye for detail. Capability: Demonstrate capability to interpret higher order budget guidelines and convert to programme guidelines, negotiation skills, project management skills and computer literacy. Ensure, enhance and apply the departmental system of financial management and internal control inclusive of budget preparation, budget control, reporting and financial misconduct management. Excellent analytical and numerical abilities, particularly regarding the financial management of multi-year acquisition projects, adjudication of project submissions and forecasting models. Demonstrated ability to write programmes to extract management information from a central data repository clients reporting/information requirements. Emotional intelligence for problem management, responding appropriately under difficult situations towards senior and military personnel, negotiate and deal with client’s efficiently whilst functioning with little to no direct supervision. Confident, respectful and articulate communication skills (verbal, written and visual) with good listening skills and an open mind to critique or suggestions.

**DUTIES**: Managing of the SA Army strategic financial management planning and budgeting process. Adjudicating of the financial decisions and transactions in relation to their financial proprietary, regularity, value for money and value proposition. Providing the strategic directions for the establishment and continued enhancement of the financial control system within the SA Army ensuring that the related internal control systems are in place related to expenditure and revenue management. Maintaining budget control processes to ensure financial proprietary, regularity, value for money and value for proposition in all financial approvals. Coordinate and provide the financial support required to administrative the budget control process related to expenditure and revenue management. Develop and ensure the provisioning of a financial reporting system within the SA Army. Provide financial management advice for the strategic management direction within the SA Army with regard to financial decisions and transaction for both expenditure and revenue management. Overseer the compilation of claims and report on all areas of revenue collection. Coordinate the administering of the system related to the management of financial misconduct incidents in the SA Army. Evaluate the internal control systems with regard to financial governance risks and compliance. Management of the financial delegations within the SA Army. Compile the risk management plan related to the financial Governance, Risk and Compliance (GRC). Consider financial management concepts and principles within the policy environment. Coordinate the Auditor General South Africa (AGSA) and internal audit process related to financial management matters within the SA Army. Providing the relevant financial management considerations into the decision making process of the SA Army. Administering of the allocated resources. Directing of the budget management service in the service or division. Maintaining of budget management capability. Maintain a well administered Budget Management (BM) Human Resource (HR) components. Support budget management capability. Overseer compliance to the occupational health and safety standards within allocated facilities.

**ENQUIRIES**
Ms N. Tyibilika Tel No: (012) 355 5842.

**APPLICATIONS**
Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

**NOTE**
Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Colourful males, Coloured males and People with disability.

**POST 09/03**

**DEPUTY DIRECTOR LOSSES AND CLAIMS MANAGEMENT REF NO: CFO 21/1/2**
Finance Management Division
Directorate: Finance Control Service
Sub-directorate: Losses and Claims Management
Applicants who previously applied for this post must re-apply

**SALARY**
R733 257 per annum (Level 11) (all-inclusive salary package)

**CENTRE**
Pretoria
REQUIREMENTS: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Financial Management with a minimum of five (5) years’ relevant experience of which three (3) years must be on an Assistant Director level or equivalent level in legal processes relating to claims against and on behalf of the State, losses and damages. Minimum of three years relevant experience as an Assistant Director or equivalent level. Sound knowledge of financial and legal processes. Ability to effectively and correctly interpret and apply all Acts and legal notices as well as policies and regulations. Analytical and innovative thinking ability. Ability to compile and draft effective reports. Well-developed communication skills and computer literate, including MS Word. Receptive towards teamwork and ability to operate independently. Receptive to work related suggestions, ideas and decisive/persevering iro task finalisation.

DUTIES: Identify legal questions with regard to letters of demand and or summons according to regulations and legal procedures. Obtain information including policy, statutes and manage the losses and damages functionary documents with regard to financial and legal matters. Briefing and instructing State attorney, private attorney and internal offices on a proposed matter. Determining the legal course of action to be taken in best interest of the State. Liaising, negotiating and arranging consultation for specialised inputs. Frequent inter-action with interest groups, experts and State attorney. Application of legal principles and financial procedures with regard to financial matters. Analysing and interpreting appropriate legal action. Studying and updating regulations and policies regarding legal, damages and losses matters. Managing all personnel who resort under control of the post incumbent.

ENQUIRIES: Mrs A. Nkomo Tel No: (012) 355 5830

APPLICATIONS: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137 Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

NOTE: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Coloured females, Coloured males and People with disability.

POST 09/04: DEPUTY DIRECTOR: DIVISIONAL PLANNER REF NO: CFO 21/1/3
Financial Management Division
Office of the Chief Financial Officer, Divisional Planner
Applicants who previously applied for this post must re-apply

SALARY: R733 257 per annum (Level 11) (all-inclusive salary package)

CENTRE: Pretoria

REQUIREMENTS: Minimum requirements: Grade 12/ NQF level 4 certificate plus a three year B Degree/National Diploma in Finance or Accounting. A minimum of five (5) years’ experience of which three years must be on an Assistant Director or equivalent level Knowledge: Good working knowledge of current government legislation. Abilities: The ability to manage personnel, assets, expenditure and ensure compliance. The ability to interpret and apply instructions and prescripts to ensure compliance. The ability to effectively utilise resources. The ability to effectively perform administrative functions, execute budget management responsibilities and the writing of reports. The ability to organise and schedule specific activities, projects and events as directed by the Chief Financial Officer. Capability: Demonstrate the capability to apply strategic management by interpreting higher level guidelines and compile an operational plan for his/her area of responsibility. Display capabilities of negotiation, facilitation, empowerment and evaluation of personnel under control. Possess computer skills that will ensure effective management of functions under his/her supervision. Added advantage: An Honours – and / or Master’s degree. Experience in Project Management and Research.

DUTIES: Compile and issue guidelines and instructions on the content, formats and management of the Strategic Business Plan (SBP), Annual Performance Plan (APP), Quarterly and Monthly reports and the Annual Reports for Finance Management Division (FMD). Communicate and co-ordinate with all stakeholders with regard to changes in any process that influence FMD’s process and planning guidelines. Ensure alignment of the APP with budget allocation and that the Division’s budget appropriately captured by Budget Managers. Compile FMD’s Risk Management report. Manage special projects pertaining to the strategic planning of the FMD. Participate in the environment review process of the FMD. Manage and report on strategic issues within the FMD (inputs and advice to CFO) Align FMD’s long-term planning with the DOD Medium-Term Strategic Framework (MTSF) and Medium-Term Expenditure Framework (MTEF). Participate in relevant
Support to Chief Finance Officer (CFO) in respect of planning, at the FMD Budget Holder Control Committee meetings, control measures, follow-up on instructions, feedback sessions and liaise with delegates and VIP visitors. Support to the CFO in respect of administration (staff service) in the absence of the Deputy Director: Administration (Personal Staff Officer).

ENQUIRIES: Ms M.H.P. Deane Tel No: (012) 355 5568/6218
APPLICATIONS: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137 Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

NOTE: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, Africans females, Coloured females, Coloured males and People with disability.

POST 09/05: SENIOR SECRETARY REF NO: CFO 21/1/4
Financial Management Division
Chief Directorate: Accounting
Directorate: Stores, Services and Related Payments
Applicants who previously applied for this post must re-apply

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: Minimum requirements: Grade 12/ NQF level 4 certificate with 1 year experience in administration/secretarial experience. Computer certificate or a course in computer (computer literate). Special skills requirements: Good telephone etiquette, Ability to handle variety of tasks including management of Office Assets, stationery, procurement and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual. Added advantage: Post matric qualification in Office Administration and Public Administration / Public Management.

DUTIES: Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/ refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timely. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.

ENQUIRIES: Mr T.T. Nyuswa Tel No: (012) 392-2890/2892
APPLICATIONS: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137 Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

NOTE: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and People with disability.

POST 09/06: SENIOR SECRETARY REF NO: CFO 21/1/5
Finance Management Division
Chief Directorate: Accounting
Directorate: Central Accounts
(Applicants who previously applied for this post must re-apply)

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: Grade 12/NQF Level 4 certificate with computer certificate and exposure to general secretarial duties. Computer literate (Excel, PowerPoint, and Word). Good telephone etiquette, Ability to handle variety of tasks and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable,
reliable and punctual. Added advantage: Grade 12 with Commercial subjects will be an added advantage.

**DUTIES**

Render effective and efficient secretarial services to the Director. Take minutes in Director’s meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director’s diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate’s personal information. Remind the Director of the scheduled meetings and appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director’s office.

**ENQUIRIES**

Mr M.H. Singh Tel No: (012) 392 2735

**APPLICATIONS**

Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137 Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

**NOTE**

Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and People with disability.

**CLOSING DATE**

26 March 2021

**POST 09/07**

PROCUREMENT CLERK REF NO: DFSC/32/20/01

(This post is being advertised in the DOD, broader public service)

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

DFSC, Pretoria, Erasmuskloof

**REQUIREMENTS**

Grade 12 certificate or equivalent. Relevant experience in Logistics/ Procurement. Possession of a driver’s license will be an added advantage. Special requirements (Skills needed): Planning and Organizational skills, Basic Communication skills, Basic computer skills, Basic problem solving skills, Record keeping skills and Basic Report writing skills.

**DUTIES**

Perform Logistics/procurement administration related tasks. Receive request/demands for stores required within the DFSC. Obtain quotations for procurement. Assist in the formulation of budget inputs.

**APPLICATIONS**

Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.

**ENQUIRIES**

Ms M.M. Tema Tel No: (012) 367 9340.

**NOTE**

All short-listed candidates will undergo a competency test.

**POST 09/08**

HUMAN RESOURCE CLERK REF NO: DFSC/32/20/02

(This post is being advertised in the DOD, broader public service)

**SALARY**

R173 703 per annum

**CENTRE**

DFSC, Pretoria, Erasmuskloof

**REQUIREMENTS**

Grade 12 certificate or equivalent. Possession of a driver’s license will be an added advantage. A minimum of one (1) year administration experience in providing Human Resource support. Special requirements (Skills needed): Planning and Organizational skills, Basic Communication skills, Basic computer skills, Basic problem solving skills, Record keeping skills, Interpersonal Relations skills and Flexibility.

**DUTIES**

Render recruitment and selection services. Render the administration of conditions of services. Render administration of Performance Management system services. Render administration of Termination of services. Handle human resource enquiries.

**APPLICATIONS**

Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.

**ENQUIRIES**

Ms M.M. Tema, Tel No: (012) 367 9340.

**NOTE**

All short-listed candidates will undergo a competency test.
SECRETARY GRII REF NO: DHRSS/02/21/01
(This post is being advertised in the DOD, broader public service.)

SALARY: R173 703 per annum (Level 05)

CENTRE: Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS: A Secretarial Diploma or equivalent qualification (NQF Level 4/5) as recognized by SAQA, or Grade 12 with 3-5 years’ experience in rendering a support service to senior management. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.

DUTIES: Provide a secretarial support service, handling Director Human Resource Service Systems (DHRSS) diary and schedule appointments, prepare briefing and notes for DHRSS as required and handling incoming and outgoing classified documents. Type routine letters, memorandums, compile reports, take minutes, compile agendas and communicate with relevant role-players and make follow-ups on progress made. Provide secretarial functions in board meetings and arrange for visitors authorization, parking and access. Write/type documents, memorandums, letters and reports. Maintain a good filing system. Answering telephone calls, taking accurate messages and refer to the relevant sections/stakeholders. Arrange meetings and events for DHRSS as well as all logistical arrangements. Responsible for S&T travel arrangements. Liaise with travel agencies to make travel arrangements. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Manage and operate the office resources (fax machine, personal computers, scanner, printers and photocopy machine). Order and purchase stationery. Keep abreast with Government and the Department of Defence policies and procedures. Manage the office of DHRSS and compile an inventory list. Consolidate all data and reports submitted by the different sections within the directorate. Coordinate logistical arrangements for meetings when required. Scrutinize documents to determine actions/information/other documents required for meetings.

ENQUIRIES: Lt Col L. de Haast, Tel No: (012) 355 5091 / Cdr C.O. Mnisi, Tel No: (012) 355 5404.

APPLICATIONS: Department of Defence, Directorate Human Resource Service Systems (Attention Lt Col L. de Haast / Cdr C.O. Mnisi), Private Bag X159, Pretoria. Applications may be hand delivered at Armscor Building, c/o Nossob and Boeing Street, Erasmuskloof, Pretoria.
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity Imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department’s Employment Equity Plan.

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION: Mr Letlhogonolo Tshose

CLOSING DATE: 26 March 2021

NOTE: Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers license where required. The certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration.

OTHER POSTS

POST 09/10: REPORTER REF NO: 3/1/5/1 – 21/08
Directorate: News Services

SALARY: R376 596 per annum
CENTRE: Pretoria

REQUIREMENTS: Applicants should be in possession of an appropriate 3 year Degree (NOF 7) or National Diploma (NOF 6) or equivalent qualification in Journalism or Communication, with at least two years journalistic experience in the print or electronic mediums. Applicants should have an excellent knowledge of government policies and programmes, government’s approach to communication and a sound understanding of current affairs. The applicant must be a professional news hound with excellent writing skills and the ability to write for online and print (magazine and newspaper) and other multi-media platforms. The candidate should have excellent interviewing skills; the confidence required to interview high-profile government officials; the ability to process complex information; the ability to analyse the communication environment in government and the ability to generate own story ideas in a creative manner. The candidate must possess an excellent knowledge of social media as it relates to government. Good teamwork skills, interpersonal skills with the humility to accept instruction, coaching and mentoring from editors. The successful incumbent must be able to work under pressure without constant supervision; meet deadlines; be willing to work overtime, especially on weekends and public holidays, and travel as and when required, sometimes at short notice. A valid driver’s license is essential.
DUTIES: The successful candidate will be required to initiate and develop story ideas around beats. He/she will be required to: attend government news briefings and events across the country; research and write government news articles, feature articles, analysis pieces for the print and electronic mediums; file content across various platforms; post on social media platforms in the form of live tweets, videos and photographs; maintain good contact with government communicators.

ENQUIRIES: Ms Roze Moodley Tel No: (012) 473 0263

NOTE: Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.

POST 09/11: ASSISTANT DIRECTOR: TECHNICAL RADIO PRODUCER REF NO: 3/1/5/1 – 21/13

Directorate: Media Production

SALARY: R376 596 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) Broadcasting, Sound Engineering, Digital Media, Communication, Journalism, Media Studies, or related field of qualification, as recognized by SAQA, with at least three (3) years radio broadcasting and production experience. He/she will be required to work with Producers and members of the GCIS Radio Unit to create superior radio programs primarily. The Technical Producer will be expected to work as a Producer for radio shows in studio and live outside broadcasts. Will create promos to promote the GCIS Radio channel and its shows. The Producer will exercise both creative abilities and technical skills and should have in depth knowledge of all studio operations including control board, digital programming software and broadcast connections. May be assigned to more than one program and perform slightly different functions across programs, such as programming admin work. Should have knowledge of Government Communication and /or Public Policy Development and practice, Intergovernmental Relations, Developmental communication and/ or stakeholder management. A self-motivated and enthusiastic person able to work with limited levels of supervision and strong time-management skills and extremely good in the management of deadlines. Strong verbal and effective writing and communication skills. Very well-developed interpersonal skills, particularly noting the nature of the community radio sector. Strong coordination and facilitation skills. Must be computer literate, and be able to convey ideas and views well in writing. A valid driver’s license is essential as the post will entail extensive travel. Very strong ability to work under pressure, in a fluctuating environment and be available to work overtime.

DUTIES: Serve as the central Technical support point for the GCIS Radio Unit. Runs the audio board for various live and taped programs and edits audio for on-air use. Determines the appropriate mix of sound elements for assigned shows and ensures that levels are mixed properly. Dubs sound from a variety of sources (e.g. CD, etc.). Edits audio (e.g., pulls audio clips and soundbites for show and channel use). Obtains audio materials needed for production. Loads and deletes clips, and edits and adds promos and spots. Ensures that on-air product is up to broadcast standards before it leaves the studios. Ensures that sound equipment is functioning properly during shows. Production of radio adverts. Facilitation of programmes (phone Ins and Live transmissions) Recording of governmental events (Presidency, and other departments. Maintains database of program content for archival use. Compilation and production of news bulletins. Assists in the development of content for shows. Excellent admin, creative writing and communication skills for radio. May be required to fill in for Producers on occasion. Radio presenting skills an added advantage.

ENQUIRIES: Ms N Ndawonde Tel No: (012) 473 0441

NOTE: Preference will be given to White, Coloured and Indian Male/Female. People with disabilities will be given preference regardless of Race.
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 29 March 2021 at 12h00 noon No late applications will be considered.

NOTE : Take Note Of The Disclaimer Mentioned On Each Advert During Covid Lockdown.

It Is Mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 09/12 : ASSISTANT MANAGER: PENSIONER MAINTENANCE (PAYMENTS & ADMINISTRATIVE SUPPORT) REF NO: ASMNG/PM/2021/03-1P

EB Pensioner Maintenance

The purpose of the role is: to ensure the implementation of all Pensioner Maintenance processes and payment of pension benefits within the EB Operations:
Pensioner Maintenance. A permanent position of Assistant Manager is currently available at EB Pensioner Maintenance unit of the GPAA.

**SALARY**: R376 596 per annum (Level 09) (basic salary)

**CENTRE**: Pretoria


**DUTIES**: The successful incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Monitor the Administrative Control within the unit: Ensure the timeous and accurate processing and authorization of pension Claims including the administration of death benefit payments. Assist in the identification of service delivery gaps and challenges within EB Pensioner Maintenance and broader EB environment and implement effective business solutions. Implement and maintain an effective system of internal controls, control environment and delegation of authority. Assist in the compilation and presentation of service delivery performance reports/progress for Senior Management. Develop and Review EB operations processes and systems: Implement the Operational Business Plan for EB Pensioner Maintenance to support and achieve the strategic objectives of EB. Ensure operational compliance with applicable legislation, statutes, policies and rules to ensure that the GEPF and National Treasury is not exposed to any risk or non-compliance. Conduct analysis on policies and make recommendations. Sound knowledge and ability to utilize systems used within the Pensioner Maintenance unit. Improve business relationships with employers and other stakeholders by eliminating old cases on hand. Monthly status report to stakeholders. Assist in compiling presentations and training manuals before going to workshops management and stakeholder. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required. Develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate’s overall work plan.

**ENQUIRIES**: regarding the post: Felicia Mahlaba on Tel No: (012) 319 1455 For enquiries regarding your application: rh.gpaa@adcorpgroup.com

**APPLICATIONS**: It is mandatory to email your application with the relevant supporting documentation to rh.gpaa@adcorpgroup.com quoting the reference number in the subject heading of the email.

**NOTE**: # Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful

**POST 09/13**: OFFICE SUPERVISOR REF NO: OFF/MNG/CRM-MTHA/2021/03-1P

Client Relationship Management

The purpose of the role is to coordinate the administration of the clients’ service at provincial/branch office. A permanent position of Office Manager is currently available at CRM: Mthatha Office of the GPAA.

**SALARY**: R376 596 per annum (Level 09) (basic salary)

**CENTRE**: Mthatha Regional Office
**REQUIREMENTS**: An appropriate three year National Diploma/Degree (at least 360 credits) with four (4) years’ experience in the client relations management environment with 2 years in a supervisory role. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. A valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English and the ability to speak any of the other official languages spoken in the province where applying will serve as an advantage. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF products and services. Geographic knowledge of the region. Knowledge of two indigenous languages spoken in the region. Analytical. Customer relations. Problem solving. Ability to communicate at all levels. Presentation skills. Customer oriented. Outgoing personality. Ability to build strong network relationships. Work in a team. The applications of individuals currently residing in Eastern Cape may receive preference.

**DUTIES**: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Supervise effective operations management within the office; Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the provincial offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implement the Batho Pele Principles within the branch/provincial office in all interactions with internal and external customers. Provide input to the provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of standard Operating Procedures. Implement a risk management report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial email enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain internal control processes for the section. Recommend internal procedures and processes which will improve effective and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision making. Ensure successful implementation of the system and process enhancement, updates and amendments within the office. Maintain relationships with all relevant stakeholders/clients to support service delivery: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objective. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolutions of various stakeholders/clients enquiries and complaints. Coordinate administrative support at outreach initiatives. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring and take corrective action (including disciplinary action) where required, develop performance standards and evaluate teams and individuals. Monitor staff regarding human resource such as leave, disciplinary action) where required, develop performance standards and evaluate teams and individuals. Monitor staff regarding human resource such as leave, disciplinary action) where required, develop performance standards and evaluate teams and individuals. Monitor staff regarding human resource such as leave, disciplinary action) where required, develop performance standards and evaluate teams and individuals. Monitor staff regarding human resource such as leave, disciplinary action) where required, develop performance standards and evaluate teams and individuals. 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Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.
POST 09/14 : CLIENT LIAISON OFFICER: WESTERN CAPE REGIONAL OFFICE REF NO: CLO/WC/2021/03 -1PRA

Client Services

The purpose of a Client Liaison Officer is to provide client outreach, education and employer compliance. One permanent Client Liaison Officer Position is currently available at the Government Pensions Administration Agency at the Western Cape Regional Office: Cape Town. The position will be filled as a permanent position.

SALARY : R376 596 per annum (Level 09) (basic salary)

CENTRE : Western Cape – Cape Town Office

REQUIREMENTS : A three year degree/national diploma or equivalent three year qualification (at least 360 credits) with a minimum of four (4) years' experience in client relations management. Computer literacy that would include a good working knowledge of Microsoft Office products. Valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Geographical knowledge of the province for which application is made. Excellent customer relations experience. The applications of individuals currently residing in Western Cape May receive preference. Knowledge of Employee benefits. Knowledge of client relations management. Knowledge of GPAA/GEPF’S products and services. Excellent problem solving skills. Strong customer orientation and customer relations. Excellent presentation skills. Excellent communication skills at all levels in and outside the organization (verbal and written). Outgoing personality. Ability to build strong network relationships. Ability to take responsibility and to work independently. Analytical skills.

DUTIES : The successful incumbent will be responsible for a wide variety of administrative and client service tasks, which includes the following but not limited to: Providing education and training: Conduct training to HR Unit on correct completion of documentation to be submitted to GPAA. Conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed. Conduct Induction Programme to employees and stakeholders to create understanding of products used and processes to be followed. Plan presentation of education materials, monitor and evaluate the effectiveness of programmes conducted, recommending enhancements. Market new services offered by GPAA by conducting training of new/current PCM-Pension Case Management users. Promote compliance with GPAA’s processes and procedures. Compliance of employer and stakeholders: Check reported feedback regarding compliance of performance from the employer departments. Follow-up/trace missing information on outstanding documents in order to enable finalisation of the process (Trace members for outstanding life certificates). Analyse documents received on PCM-Pension Case Management to provide feedback to departments on core issues identified, highlighting key issues to Senior CLO. Ensure that GPAA rules, products and processes are known and adhered to. Enquiry management (General and RMC): Check member queries through wireless facility and resolve on site. Provide information regarding member cases. Facilitate meetings with relevant client departments in resolving administrative issues. Confirm member status with employer (RMC). Update member information on the RMC portal application. Requesting and receiving additional information from employer with regards to Medical and IOD. Interaction with Compensation Fund regarding IOD enquiries. Collection of documentation: Pre-verification of documents received from employer, member and third party. Checking and capturing of documents. Bar coding, linking and indexing of documents. Scanning documents onto PEKWA. Quality assurance of each case using control sheet. Collect supporting documents for RMC processes. Collect original awards from employer regarding IOD.

ENQUIRIES : Felicia Mahlaba on Tel No: (012) 319 1455

APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to rh.gpaa@adcorpgroup.com quoting the reference number in the subject heading of the email.

NOTE : # Disclaimer during COVID-19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.
If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

POST 09/15

INTERNAL AUDITOR: REGULARITY AUDIT REF NO: IA/RA/2021/03-2P

Internal Audit Section

The purpose of the job is to provide an Internal Audit service for an allocated area in order to minimize risk to GPAA. Various permanent position of Internal Auditor: Regularity Audit are currently available at the Government Pensions Administration Agency: Internal Audit Section – Gauteng Region

SALARY

R316 791 per annum (Level 08) (Basic salary)

CENTRE

Pretoria Head Office

REQUIREMENTS


DUTIES

The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Undertake Audit projects: Perform Internal Audits, as allocated, according to internal policy and best practice; meeting specified deadlines. Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the Internal control environment. Compile audit findings, collating relevant working papers to provide evidence to support audit findings. Recommend actions emerging from audits based on schedule of findings collected. Deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required. Internal Audit reporting: Provide reported feedback on progress against the approved audit plan. Compile audit findings and prepare review notes, to highlight audit matters that were not completely addressed by the Internal Audit process. Prepare reports on audit findings for submission. Flag audit risks and breakdowns in the internal control environment. Compile an indexed and referenced audit file for each audit conducted, according to quality procedure and policy requirements, meeting deadlines for submissions. Assist in the preparation of reports for EXCO and the Audit Committee. Develop preliminary audit plans: Recommend priority areas for the Internal Audit Programme based on a preliminary survey of risk areas. Assist in compiling detailed annual audit plans for implementation within allocated audit area. Review current systems and processes to assist in compiling a workplace plan for each audit engagement, specifying resource requirements, time frames and priority areas. Obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines. Process improvements and Research. Keep abreast with global trends and best practice. Review current audit systems and processes in order to recommend improvements to enhance effectiveness. Evaluate the application of audit control measures. Check the integrity and reliability of financial and/or information on computerized systems, recommending any changes required to the Audit Assistant Manager. Provide advice and guidance on Audits to be conducted and propose solutions for financial and/or technical related problems. Contribute to raising awareness of the internal Audit business unit by engaging with stakeholders.

ENQUIRIES

Ms Mapule Mahlangu on Tel No: (012) 399 2639 Application Enquiries: gpaateam1@fempower.co.za

APPLICATIONS

# Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer. It is mandatory to email your application with the relevant supporting documentation to gpaateam1@fempower.co.za quoting the reference number in the subject heading of the email. Ensure to certify all supporting documents from Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful
POST 09/16: SENIOR ADMINISTRATIVE OFFICER: VALIDATION AND TESTING LAB REF NO: SAO/VTL/2020/11-1P/2021-03RA
ICT – Business Support System

The purpose of the post is to supervise and take responsibility for information that has been tested and provide support once it has been migrated to the production environment. One permanent position for a Senior Administrative Officer: Validation and Testing position is currently available at the Government Pensions Administration Agency: ICT Business Support Division.

SALARY: R316 791 per annum (Level 08) (basic salary)
CENTRE: Pretoria

REQUIREMENTS: A three year National Diploma/B Degree or three year qualification in Information Technology (at least 360 credits) coupled with 3 years working experience in a Testing Lab environment of which one year was in a supervisory role. Experience in Microsoft Office products, Applicable Testing Methodology and / or related testing courses will serve as an advantage. Employee benefits schemes and funds, Applicable legislation; Working knowledge of IT environment, GEPF services and products Business analytical skills, Organizing and problem solving, Communication skills (written and verbal), Ability to communicate at all levels, Customer orientated, Ability to communicate at all levels, Ability to take responsibility, Ability to work under pressure, Leadership, Ethical business conduct.

DUTIES: The successful candidate will be responsible for the following functions and include, but not limited to: Test analysis, design and execution: Perform manual tests, recording the results and raising defects, Develop and maintain automated functional tests, using testing tools, Define test requirements, Test execution across all test phases and test types, Assist where necessary with test data setup, Defect logging, Supervise automation and performance test processes, Capture and save test cases provided by business test users; Report on progress per project including risk and issues, Provide project test closure report Risk and Issue reporting, Identify and review non-functional requirements, Define and execute performance testing and troubleshoot resolving performance related issues, Use web application security tools to identify security issues, Communicate security test results to technical and business stakeholders and working collaboratively to resolve security issues, Perform installations, upgrades and system configuration testing, including confirming the accuracy of installation documentation and release notes, Supervision of the Testing Lab processes: Build, maintain and foster sound internal and external client relationships with all service process partners to ensure prompt service delivery; Provide support in the compilation and presentation of Service Delivery performance reports for Senior Management and the Board of Trustees; Provide support defining and maintaining the Unit’s financial budget; Actively support continuous improvements projects; Execution of the complete System Development Life Cycle (SDLC) or all new business system solutions, system errors/corrections, enhancements and new system releases; Revision and testing of related CIVPEN and Workflow functionality and the subsequent implementation of formal Testing Methodology, processes and related requests and maintenance of a proper testing grid for Business Support Services; Facilitate the provision of training to all users and stakeholders on system/process changes. Planning and coordination of Projects: Plan and coordinate across multiple projects and streams; Provide Test estimations and prioritized test items; Define test environment requirements; Highlight and communicate test dependencies, Supervision of the staff; Allocate work according to skills and competencies; Manage staff performance; Develop, train and coach staff; Maintain discipline; Provide monthly statistics; Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES: Mr Ismael Radebe on Tel No: (012) 399 2299
APPLICATIONS: It is mandatory to email your application with the relevant supporting documentation to john@isilumko.co.za quoting the reference number in the subject heading of the email.

NOTE: # Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
POST 09/17: EB ADMINISTRATOR – MEMBERSHIP REF NO: EBA/MEM/2021/03-2C (12 months contract)

Employee Benefits

The purpose of the role is to provide administration services to the Active Membership function within GPAA. Various EB Administrator: Membership 12 month contract positions are available at Employee Benefits within the Government Pensions Administration Agency.

SALARY: R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS:

An appropriate three (3) year tertiary qualification (preferably in Public Administration or Finance) with 18 months proven administration/processing experience in Employee Benefits or Financial Services or Life Insurance OR Senior Certificate with three (3) years proven administration/processing experience in Employee Benefits or Financial Services or Life Insurance. Computer literacy on Microsoft Office products especially Excel. Knowledge of GEPF services and products. Knowledge of Financial administration. Knowledge of applicable Legislation within Employee Benefits Section. Planning and organizing skills. Decision making and problem solving skills. Good communication skills. Work independently. Customer service orientation. Ability to work under pressure. Interpersonal relations.

DUTIES:

The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: Assist in the maintenance of member profile: Admissions of new members to the fund. Updating personal details of members or pensioners via CIVPEN and/or Workflow systems. Capturing dependent and/or beneficiary details on pension profile. Rectify employment and service period details of active members. Identify system number linking cases and process cases or escalate to the linking processor. Corrections of systems/user errors via process status 2 reports. Ensure vital documentation has been provided for proof pertaining to required changes. Verify and accurately capture member's details on the system in accordance with the relevant GEPF rules. Maintain ownership and hold responsibility of all documents once they are read in. Access the relevant function on the system to load beneficiaries’ information as per form. Forward the updated information to supervisor to conduct quality checks on updated beneficiaries. If form is incorrectly completed and/or attachments not in compliance with required standards; create error letter to member and employer. Ensure that messages/comments on all documents that are read out, are precise and simple for others to understand. Assist in the management of member queries: Deal with dedicated queries as a matter of urgency and ensures that resolutions are implemented. Request additional or more information if required. Ensure that vital information has been submitted. Render both routine and ad hoc walk-in services, where necessary or on request from a supervisor or management, delivering or collecting urgent cases.

ENQUIRIES: Ms Felicia Mahlaba on Tel No: (012) 319 1455

APPLICATIONS: It is mandatory to email your application with the relevant supporting documentation to rh.gpaa@adcorpgroup.com quoting the reference number in the subject heading of the email.

NOTE:

# Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
## Application Information

**Applications:** To the following Email address: recruit@goldfieldstvet.edu.za

**Closing Date:** 09 April 2021

## Other Post

**Post 09/18:** MESSENGER/DRIVER REF NO: GC2021/03

**Salary:** R145 281 per annum (Level 04) plus benefits as applicable in the Public Service

**Centre Requirements:** Central Office

**Requirements:** A Senior Certificate/ Grade 12 certificate (NQF 4) coupled with 1-2 Years Driving Experience; Code 10 driver's license, PDP.

**Duties:** The purpose of this post is to collect and deliver mails to and from the College (Campuses) and transporting of officials to attend meetings; Perform driver duties; Driving officials/delegates, collecting and deliver mail and parcels to the correct destination externally and internally.

**Enquiries:** Mr Mokoai Pheko, Manager: Human Resource Management and Administration, Tel No: (057) 910 6000.
ANNEXURE F

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS: The Judicial Inspectorate for Correctional Services, Western Cape Region: Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

Central Management Region: P.O. BOX 3839, Bloemfontein 9301. Alternatively, applications may be handed in at Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300.

KwaZulu - Natal Region: P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001.

Eastern Cape Management Region: Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Room 407, Third Floor, Magistrate’s Court, Buffalo Street, East London, 5200.

Northern Management Region: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at 265 West Avenue, Tuinhof, Karee (West Block), Centurion, 0046.

CLOSING DATE: 09 April 2021.

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document (Driver’s license where applicable) not older than 6 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to Public Service Act of 1994.

OTHER POSTS

POST 09/19: ADMIN CLERK: HUMAN RESOURCES MANAGEMENT REF NO: JI 01/2021 (X1 POST)

Directorate: Support Services

SALARY: R173 703 per annum (Level 05)

CENTRE: Cape Town

REQUIREMENTS: Applicants must be in possession of a Senior Certificate/Matric or Equivalent qualification. Knowledge of Human Resources Administration and Persal system is essential. Computer Literate (Word, Excel, PowerPoint, Outlook). Planning, organizing and negotiation skills. Ability to work under pressure, independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills.

DUTIES: The successful candidate will be responsible to provide Human Resources Administrative support to the Judicial Inspectorate for Correctional Services by Managing of leave. Capturing of staff grievances. Managing the process of Appointments and resignations of staff members. Administration of staff benefits. Filing, updating of personnel files and Performance Management.

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman Tel No: (021) 421 1012
INDEPENDENT CORRECTIONAL CENTRE VISITORS

Thirty Six Months (36) months contract for all ICCV positions

**SALARY**

R65 139 (3/8th) per annum (Level 05 on part time notch) inclusive of 37% in lieu of Benefits.

**CENTRE**

Western Cape Management Region: Buffelsjagsrivier: Ref No: 02/2021
Van Rhynsdorp: Ref No: 03/2021
George: Ref No: 04/2021
Ladismith: Ref No: 05/2021
Mosselbay: Ref No: 06/2021
Prince Albert: Ref No: 07/2021
Riebeeck West: Ref No: 08/2021
Robertson: Ref No: 09/2021
Uniondale: Ref No: 10/2021
Oudtshoorn Med: Ref No: 11/2021
Goodwood: Ref No: 12/2021
Allandale: Ref No: 13/2021
Staart van Paardeberg: Ref No: 14/2021
Hawequa: Ref No: 15/2021
Dwarsriver: Ref No: 16/2021
Warmbokveld: Ref No: 17/2021
Obiqwa Ref No: 18/2021
Helderstroom Max: Ref No: 19/2021
Pollsmoor Max: Ref No: 20/2021
Pollsmoor Med C: Ref No: 21/2021
Pollsmoor Female: Ref No: 22/2021
Voorberg Med A: Ref No: 23/2021
Voorberg Med B: Ref No: 24/2021
Worcester Males: Ref No: 25/2021
Drakenstein Juvenile: Ref No: 26/2021
Eastern Cape Management Region: East London Med A: Ref No: 27/2021
East London Med B: Ref No: 28/2021
East London Med B: Ref No: 29/2021
East London Med C: Ref No: 30/2021
Nqamakwe: Ref No: 31/2021
Somerset East: Ref No: 32/2021
Umtata Remand: Ref No: 33/2021
Umtata Medium: Ref No: 34/2021
KwaZulu - Natal Region: Durban Juvenile: Ref No: 35/2021
Durban Med C: Ref No: 36/2021
Ekuseni Youth Centre: Ref No: 37/2021
Mthunzini: Ref No: 38/2021
Matatiele: Ref No: 39/2021
Glencoe: Ref No: 40/2021
Ncome Med B: Ref No: 41/2021
Pietermaritzburg: Ref No: 42/2021
Qalakabusha: Ref No: 43/2021
Warterval Medium A: Ref No: 44/2021
Northern Management Region: Barberton Town: Ref No: 45/2021
Emthonjeni Juvenile: Ref No: 46/2021
Modimolle: Ref No: 47/2021
Standerton Med B: Ref No: 48/2021
Baviaanspoort Med: Ref No: 49/2021
Nelspruit: Ref No: 50/2021
Krugersdorp: Ref No: 51/2021
Kgos-Mampuru Central: Ref No: 52/2021
Johannesburg Med B: Ref No: 53/2021
Lydenburg: Ref No: 54/2021
Kgos-Mampuru Female: Ref No: 55/2021
Leeuwkop Med B: Ref No: 56/2021
Boksburg Juvenile: Ref No: 57/2021
Leeuwkop Max: Ref No: 58/2021
Leeuwkop Med A: Ref No: 59/2021
Central Management Region: Edenburg: Ref No: 60/2021
De Aar: Ref No: 61/2021
Potchefstroom: Ref No: 62/2021
Brits/ Losperfontein: Ref No: 63/2021
Virginia/ Henneman: Ref No: 64/2021
Wepener: Ref No: 65/2021
Mangaung: Ref No: 66/2021
Hoopstad: Ref No: 67/2021
Odendaalsrus: Ref No: 68/2021
Kimberly: Ref No: 69/2021
Hopetown: Ref No: 70/2021
Litchenburg: Ref No: 71/2021
Mafikeng: Ref No: 72/2021

**REQUIREMENTS**

- Grade 12 and computer literacy knowledge.
- A recommendation of nomination as an ICCV by a community organization.
- Public spirited and sound knowledge of the Batho-Pele principles.
- Assertiveness and ability to work under pressure in a corrections environment.
- Able to function independently.
- Passion for human rights.
- Driver’s license and own transport will be an added advantage.

**DUTIES**

- The successful candidate will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters.
- Monitor the conditions of incarceration and report on findings.
- Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the center.
- Support officials from JICS during inspections and investigations.
- Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

**ENQUIRIES**

- Western Cape Management Region: Mr. G Wicomb Tel No: (021) 421 1012
- Eastern Cape Management Region: Mrs. J Gericke/ Mr. S Sani Tel No: (043) 722
- KwaZulu-Natal Region: Mr. S Sibanyoni/Mrs. S Naidoo Tel No: (031) 366 1900
- Northern Management Region: Mr. M Mentoor, Ms. G Nkuna Tel No: (012) 663 7521
- Central Management Region: Mr. M Prusent/ Ms. LY Mdlalose Tel No: (051) 430 1954
The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE: 06 April 2021

NOTE: Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 09/21: MASTER; REF NO: 21/62/MAS

SALARY: R1 057 326 – R1 245 495 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Master Of the High Court: Pietermaritzburg

REQUIREMENTS: An LLB Degree or 4 years recognized legal qualification at NQF level 7; 5 years’ experience should be at middle/ senior management level; Experience in the functional fields and services provided by the Masters of the High Court; Knowledge and experience in the Master’s environment; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; A valid driver’s license. Skills and Competencies: Financial management; Leadership; Strategic and conceptual orientation; Administration of estates; Communication skills; Computer literacy; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment.

DUTIES: Key Performance Areas: Provide strategic direction and direct operations of the Master of the high court; Monitor and improve the administration of Guardian Funds service and deceased estates services; Manage, monitor and improve the administration of insolvency services and trust services; Manage, monitor and improve the administration of curatorship services; Provide strategic leadership and guide the roll-out of PEAS (Paperless Estate Administration System) to strategic service points within the jurisdiction of the office of the Master Durban; Provide effective people management.

ENQUIRIES: Mr. S. Maeko Tel No: (012) 315 1996

APPLICATIONS: Quoting the relevant reference number, direct your application to Email Address: DOJ21-62-MAS@justice.gov.za

NOTE: Preference will be given to women and people with disabilities.

POST 09/22: DIRECTOR: GLOBAL, CONTINENTAL AND REGIONAL MATTERS REF NO: 21/67/CD

SALARY: R1 057 326 – R1 245 495 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office; Pretoria
REQUIREMENTS: An LLB Degree or recognized 4-year legal qualification (NQF 7); A post graduate qualification in International Law/Relations will be an added advantage; 6-10 years in the field of International Relations Development; 5 years should be at middle/senior managerial level; Understanding of constitutional development and international law will be an added advantage; Skills and Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity.

DUTIES: Key Performance Areas: Manage and coordinate liaison and cooperation with States, including Regional, Continental and International Organization/agencies on justice, constitutional and legal affairs within international context; Manage and coordinate Common wealth matters pertaining to the administration of justice, human rights and other legal matters; Manage and facilitate interaction with other international bodies United Nations (UN); The Hague Conference, The International Institute on the Unification of Private Law (UNIDROIT); Africa and Asian Legal Consultative Organizations (AALCO) and related bodies on constitutional and legal affairs; Prepare documents, memoranda for the signed and ratification treaties/instruments on justice, human rights and other legal matters for Cabinet and Parliament; Manage and coordinate negotiations of bilateral and multilateral treaties on Constitutional and legal matters; Provide effective people management.

ENQUIRIES: Ms. M. Kganyago Tel No: (012) 315 1844
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-67-CD@justice.gov.za
NOTE: People with disabilities are encouraged to apply

OTHER POSTS

POST 09/23: FAMILY COUNSELOR MANAGER GRADE 1 REF NO: 21/07/KZN

SALARY: R794 889 - R894 666 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE: Office of the Family Advocate, Durban

REQUIREMENTS: Bachelor’s Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience in social work after registration as social worker with the SA Council for Social Service Professions (SACSSP); Registration with SACSSP as a social worker; Knowledge and understanding of legislation and treaties relevant to domestic and international Child Protection, the PFMA and Treasury Regulations; Knowledge on the assessment of children. Knowledge of integrated approach in provision of services to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child Care and Protection services. A valid driver’s licence. The following will serve as added advantages: Experience in statutory social work and the professional supervision of Social Workers, compiling forensic reports and testifying as an expert witness in court; Experience in management field of Child Care and Protection or related environment; .Skills and Competencies: Computer literacy; Communication (verbal and written) skills; Project management; Mediation skills; Planning and organizational skills; Forensic report writing; Strategic management capability; Leadership skills.

DUTIES: Key Performance Areas: Implement and monitor family counsellor service, other relevant policies and procedures; Manage, monitor and quality assure the institutional performance of family counselor profession; Provide expert guidance to Family Counselor and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Facilitate the development and implementation of Family Counselor profession related programmes, including norms and national uniform standards; Strengthen partnerships with relevant government Departments, NGO’s and the SACSSP.

ENQUIRIES: Ms C.P. Shangase Tel No: (031) 372 3000
APPLICATIONS: Quoting the relevant reference number and direct your application to: DOJ07-21-kzn@justice.gov.za

POST 09/24: FAMILY ADVOCATE REF NO: 21/08/KZN

SALARY: R763 212 – R1 266 156 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Family Advocate, Newcastle
REQUIREMENTS: An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification, litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver’s licence; Afrikaans would be an added advantage. Skills and Competencies: Computer Literacy; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

DUTIES: Key Performance Areas: Perform all functions and duties of the Family Advocate in Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters and liaise with Judges, Attorneys, Psychologist, Social Workers and other relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Endorse settlement agreements or commenting thereon; Promoting access to the Family Advocate services and create public awareness; Attend to relevant circuit courts within KwaZulu-Natal province.

ENQUIRIES: Ms T.P. Zondi Tel No: (031) 372 3000

APPLICATIONS: Quoting the relevant reference number and direct your application to: DOJ08-21-kzn@justice.gov.za

POST 09/25: SENIOR ASSISTANT STATE ATTORNEY; (LP5-LP6) REF NO: 21/53/SA

SALARY: R510 432 – R1 192 947 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Durban

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver’s license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

DUTIES: Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.

ENQUIRIES: Mr. M. Kooko Tel No: (012) 315 1164

NOTE: 1. People with disabilities are encouraged to apply

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-53-SA@justice.gov.za

POST 09/26: OFFICE MANAGER REF NO: 21/54/SA

SALARY: R376 596 – R443 601 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE: State Attorney: Durban

REQUIREMENTS: 3year Degree/National Diploma in Office Administration or equivalent qualification (NQF level 6); 2 years’ experience in office administration and finance; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; A valid driver’s license. Skills and Competencies: Computer literacy; Communication skills; Sound interpersonal relations; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to work in a team and under pressure.

DUTIES: Key Performance Areas: Perform budget administration service on behalf of the Chief Litigation Officer; Render Human Resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquires and maintain office database; Provide effective people management.

ENQUIRIES: Mr. M. Kooko Tel No: (012) 315 1164

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-54-SA@justice.gov.za

NOTE: People with disabilities are encouraged to apply.
POST 09/27: ASSISTANT DIRECTOR: ADMINISTRATION (COURT OPERATIONS) REF NO: 21/09/KZN

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office Durban

REQUIREMENTS: A 3 year qualification in Administration and/or a National Diploma in Public Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in court and office administration; Knowledge of the Public Finance Management Act (PFMA); Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal) and Computer literacy.

DUTIES: Key Performance Areas: Co-ordinate and manage, human resources; Assist in managing the strategic and business planning processes; Facilitate information and communication related to courts strategies; Manage projects intended to enhance efficiency of court operations; Compile and analyze court statistics to show performance and trends; Support case flow management (Appeal, reviews, transcription services) and compile annual performance reports for court operations; Manage customer service improvement plans, service level agreements. Render supervision, management and control over auxiliary service at the Regional Office.

ENQUIRIES: Ms M.P. Khoza Tel No (031) 372 3000

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ09-21-kzn@justice.gov.za

POST 09/28: COURT INTERMEDIARY REF NO: 21/10/KZN

SALARY: R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Court, Madadeni

REQUIREMENTS: Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Minimum of three years' working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages. Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages: English and IsiZulu. Skills and Competencies: Communication and empathic listening skills (with children, persons; with mental disabilities and other traumatized witnesses). Trauma and basic counseling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES: Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.

ENQUIRIES: Ms T.O Majola Tel No: (031) 372 3000

APPLICATIONS: Quoting the relevant reference number and direct your application to: Email Address: DOJ10-21-KZ@justice.gov.za

POST 09/29: COURT INTERMEDIARY REF NO: 21/11/KZN

SALARY: R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Court, Vryheid

REQUIREMENTS: Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Minimum of three years' working...
experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages. Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 157 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages: English and IsiZulu. Proficiency in Afrikaans will be an added advantage. Skills and Competencies: Communication and empathic listening skills (with children; persons; with mental disabilities and other traumatized witnesses). Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

**DUTIES**

Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.

**ENQUIRIES**

Ms N. Maqoma Tel No: (031) 372 3000

**APPLICATIONS**

Quoting the relevant reference number and direct your application to: DOJ11-21-kzn@justice.gov.za

**POST 09/30**

**LABOUR RELATIONS OFFICER REF NO: 21/12/KZN**

**SALARY**

R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Regional Office, Durban

**REQUIREMENTS**

LLB Degree or three years Bachelor Degree/National Diploma in Labour Relations/ Public Administration/ Management/Human Resource qualification. At least three years’ experience in Labour Relations environment. A valid driver’s license. Practical experience in Conciliation and Arbitration cases will serve as an added advantage. Skills and Competencies: Computer Literate (MS Office: Word, Excel and Power Point). Effective and clear verbal and written Communication skills as well as ability to maintain good interpersonal relations. Problem solving skills and analytical thinking ability. Ability to work under pressure.

**ENQUIRIES**

Ms M. Valle Tel No: (031) 372 3000

**APPLICATIONS**

Quoting the relevant reference number and direct your application to: DOJ12-21-kzn@justice.gov.za

**POST 09/31**

**ADMINISTRATIVE OFFICER REF NO: 21/13/KZN**

**SALARY**

R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Family Advocate Office, Newcastle

**REQUIREMENTS**

Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification; At least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer Literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policies; under pressure and work independently; Attention to details.

**DUTIES**

Key Performance Areas: Render the sections related function of Human Resources and Supply Chain Management; Assist in managing Finances and expenditure; Manage document and record keeping; Compile reports and memorandums; Manage performance in the office of the Family Advocate; Implement formal and informal disciplinary matters; Attend to Case Flow Management and capturing of cases on ICMS; Manage all assets and risks in the office of the Family Advocate;
Perform any other duties as directed by the Senior Family Advocate / Assistant Director also act in a higher level as and when required to do so.

ENQUIRIES : Ms T.O. Majola Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ13-21-kzn@justice.gov.za

POST 09/32 : ADMINISTRATIVE OFFICER REF NO: 21/14/KZN

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court, Kokstad

REQUIREMENTS : Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification: At least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

DUTIES : Key Performance Areas: Render the sections related functions of Human Resources and Supply Chain Management; Assist in managing finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Senior Family Advocate / Assistant Director also act in a higher level as and when required to do so.

ENQUIRIES : Ms P.C. Shange Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ14-21-kzn@justice.gov.za

POST 09/33 : ADMINISTRATIVE OFFICER REF NO: 21/26/FS

SALARY : R 316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Office: Phillopolis / Fauresmith

REQUIREMENTS : A three (3) year Degree / National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years’ experience in office administration; Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.

DUTIES : Key Performance Areas: Perform accounting and financial operational functions according to Departmental Financial Instructions and compliance with PFMA; Banking, planning, monitoring and control; Monitor budget (monies in trust and vote) Spending in accordance with those policies and procedures within the Justice Department; Render aid on a wide variety of matters within the occupation category context: the interpreting of statutes, maintenance, legal aid, planning actions and special projects; Render training to clerical staff with regard to official matters; General supervision of clerical staff, performance management and disciplinary matters; Handle correspondence and draft memoranda, submissions and reports; Provide case tracking service to Judiciary and Prosecuting Authority; Check diverse documents and work performed by co-workers for completion and correctness; Facilitate training and development of clerical personnel and any other duty that may be necessary for the smooth running of the office Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.

ENQUIRIES : Ms NM Dywili Tel No: (051) 407 1800
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-26-FS@justice.gov.za or fax 0864003806 / 0865070071
POST 09/34

**ADMINISTRATIVE OFFICER REF NO: 21/15/KZN**

**SALARY**: R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Magistrate Court, Durban & Amanzimtoti

**REQUIREMENTS**: Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification; At least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

**DUTIES**: Key Performance Areas: Render the sections related function of Human Resources and Supply Chain Management; Assist in managing finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Senior Family Advocate / Assistant Director also act in a higher level as and when required to do so.

**ENQUIRIES**: Ms A.N. Mdletshe Tel No: (031) 372 3000

**APPLICATIONS**: Quoting the relevant reference number and direct your application to: DOJ15-21-kzn@justice.gov.za

POST 09/35

**ADMINISTRATIVE OFFICER (OFFICE MANAGER) REF NO: 21/16/KZN**

**SALARY**: R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Magistrate Court, Phungashe

**REQUIREMENTS**: Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification; At least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

**DUTIES**: Key Performance Areas: Render the sections related function of Human Resources and Supply Chain Management; Assist managing finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Senior Family Advocate / Assistant Director also act in a higher level as and when required to do so.

**ENQUIRIES**: Ms C.P. Shangase Tel No: (031) 372 3000

**APPLICATIONS**: Quoting the relevant reference number and direct your application to: DOJ16-21-kzn@justice.gov.za

POST 09/36

**ASSISTANT STATE ATTORNEY, (LP3-LP4) (X2 POSTS)**

**SALARY**: R301 452 – R847 047. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**: State Attorney: Bloemfontein Ref No: 21/68/SA (X1 Post)
State Attorney: Thohoyandou Ref No: 21/58/SA (X1 Post)

**REQUIREMENTS**: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of...
appearance in the High Court of South Africa will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

**DUTIES**

**Key Performance Areas:** Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collections; Attend to liquidation and insolvency, queries, register trust and companies.

**ENQUIRIES**

Mr. M. Kooko Tel No: (012) 315 1164

**NOTE**

1. People with disabilities are encouraged to apply. 2. Separate applications must be made quoting the relevant reference

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-68-SA@justice.gov.za and DOJ21-58-SA@justice.gov.za

**POST 09/37**

**SENIOR COURT INTERPRETER REF NO: 21/19/KZN**

**SALARY**

R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate Court, Vulamehlo

**REQUIREMENTS**

Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages; and minimum three years practical experience in court interpreting; or Grade 12 with ten year’s practical experience in court interpreting Proficiency in English; Proficiency in two or more indigenous languages; A valid driver’s license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

**DUTIES**

**Key Performance Areas:** Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

**ENQUIRIES**

Ms A.N. Mdletshe Tel No: (031) 372 3000

**APPLICATIONS**

Quoting the relevant reference number and direct your application to: DOJ19-21-kzn@justice.gov.za

**POST 09/38**

**SENIOR COURT INTERPRETER REF NO: 21/20/KZN**

**SALARY**

R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate Court, Ladysmith & Escourt

**REQUIREMENTS**

Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 with ten year’s practical experience in court interpreting Proficiency in English; Proficiency in two or more indigenous languages; A valid driver’s license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

**DUTIES**

**Key Performance Areas:** Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

**ENQUIRIES**

Ms T.P. Zondi Tel No: (031) 372 3000

**APPLICATIONS**

Quoting the relevant reference number and direct your application to: DOJ20-21-kzn@justice.gov.za

**POST 09/39**

**STATE ACCOUNTANT - THIRD PARTY FUNDS REF NO: 21/21/KZN**

**SALARY**

R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Regional Office, Durban

**REQUIREMENTS**

National Diploma/Degree in financial environment or equivalent; A minimum of 2 years’ relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.

**DUTIES**

**Key Performance Areas:** Ensure effective management of staff; Report and liaise with Court and Office Managers on all TPF related matters; Assist with training on all systems relating to TPF i.e. MojaPay/ JDAS; Provide TPF Annual Financial Statements (AFS) project support and implementation thereof; Render TPF administration function as assigned by supervisor; Monthly consolidation of all TPF
information required by TPF National Office; Assist with TPF Audit readiness and facilitation; Provide inputs on any improvements in financial systems, processes and procedures; Perform other ad-hoc function as required.

ENQUIRIES : Ms M. Valle Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ21-21-kzn@justice.gov.za

POST 09/40 : CHIEF ADMINISTRATION CLERK REF NO: 21/22/KZN

SALARY : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Court, Pinetown

REQUIREMENTS : Grade 12 or equivalent; A minimum of 3 years’ relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.

DUTIES : Key Performance Areas: Render the sections related functions of Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Perform general administration functions and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.

APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ22-21-kzn@justice.gov.za

ENQUIRIES : Ms S. Shezi Tel No: (031) 372 3000

POST 09/41 : MAINTENANCE OFFICER REF NO: 21/17/KZN

SALARY : R198 411 – R480 921 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court, Camperdown

REQUIREMENTS : LLB degree or recognized 4 year legal qualification: Basic knowledge and understanding of legal research principles. Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. Skills and Competencies: Basic understanding of drafting legal documents that provides Clear motivation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES : Key Performance Areas: Manage Perform duties or functions of a Maintenance Officer for offices Howick; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ17-21-kzn@justice.gov.za

ENQUIRIES : Ms P.C. Shange Tel No: (031) 372 3000

POST 09/42 : MAINTENANCE OFFICER REF NO: 21/18/KZN

SALARY : R198 411 – R480 921 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court, Manguzi

REQUIREMENTS : LLB degree or recognized 4 year legal qualification. Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under pressure etc; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES : Key Performance Areas: Manage Perform duties or functions of a Maintenance Officer for offices under Umkhanyakude District; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ18-21-kzn@justice.gov.za

ENQUIRIES : Ms G. P. Gwala Tel No: (031) 372 3000
APPLICATIONS: Quoting the relevant reference number and direct your application to: DOJ18-21-kzn@justice.gov.za
ANNEXURE H

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(l) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

APPLICATIONS: All applications must be submitted to the relevant Recruitment Response E-mail as stated below.

CLOSING DATE: 30 March 2021

NOTE: For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant’s attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid drivers license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

ERRATUM: The post of Regional Court Control Prosecutor with Recruit No 2020/62 advertised in Public Service Vacancy Circular 04 dated 05 February 2021, has been withdrawn.

OTHER POSTS

POST 09/43: SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2021/118

National Prosecutions Service

SALARY: R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level CM-1)

CENTRE: CPP: Thohoyandou (Morebeng)

REQUIREMENTS: A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES: Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES: Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS: e-mail Recruit2021118@npa.gov.za
POST 09/44  :  SENIOR STATE ADVOCATE  REF NO: RECRUIT 2021/119
National Prosecutions Service

SALARY  :  R983 019 per annum (Total Cost Package) to R 1 536 567 per annum (Total Cost Package) (Level LP-9)
CENTRE  :  DPP: Johannesburg (STU)
REQUIREMENTS  :  A recognized four-year legal qualification. At least eight years post qualification legal experience. Five years' experience in legal practice will be added advantage. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

DUTIES  :  Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case-flow management of cases independently. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES  :  Reuben Palai Tel No: (011) 220 4124
APPLICATIONS  :  e mail Recruit2021119@npa.gov.za

POST 09/45  :  REGIONAL COURT CONTROL PROSECUTOR
National Prosecutions Service

SALARY  :  R847 047 per annum (Total Cost Package) to R1 384 479 per annum (Total Cost Package) (Level SU-3)
CENTRE  :  CPP: Modimolle (Burgersfort) Ref No: Recruit 2021/121
(Croblersdal) Ref No: Recruit 2021/122
(Sekhukhune) Ref No: Recruit 2021/123
CPP: Pretoria Ref No: Recruit 2021/184 (X3 Posts)
REQUIREMENTS  :  A recognized four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

DUTIES  :  Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES  :  Thuba Thubakgale Tel No: (015) 045 0285
CPP: Modimolle (Burgersfort) e mail Recruit2021121@npa.gov.za
(Groblersdal) e mail Recruit2021122@npa.gov.za
(Sekhukhune) e mail Recruit2021123@npa.gov.za
CPP: Pretoria e mail Recruit2021184@npa.gov.za

CPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808
**POST 09/46**

**STATE ADVOCATE REF NO: RECRUIT 2021/120 (X2 POSTS)**

National Prosecutions Service

**SALARY**

R763 212 per annum (Total Cost Package) – R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)

**CENTRE**

DPP: Johannesburg (STU)

**REQUIREMENTS**

A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint.

**DUTIES**

Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent the State in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all the criminal prosecutions and supply them with accurate statistics.

**ENQUIRIES**

Reuben Palai Tel No: (011) 220 4124

**APPLICATIONS**

e mail Recruit2021120@npa.gov.za

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**POST 09/47**

**STATE ADVOCATE (CASE MANAGER)**

Sexual Offences and Community Affairs (Re-advert)

**SALARY**

R763 212 per annum (Total Cost Package) – R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)

**CENTRE**

Cradock - Recruit 2021/186
Empangeni Ref No: Recruit 2021/187
Ingwavuma Ref No: Recruit 2021/188
Rustenburg Ref No: Recruit 2021/189
Lenasia Ref No: Recruit 2021/190

**REQUIREMENTS**

A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance.

**DUTIES**

Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit’s strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow-up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State’s case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence.

**ENQUIRIES**

Sandra Reddy Tel No: (012) 845 6670

**APPLICATIONS**

Cradock - e mail Recruit2021186@npa.gov.za
Empangeni - e mail Recruit2021187@npa.gov.za
Ingwavuma - e mail Recruit2021188@npa.gov.za
Rustenburg - e mail Recruit2021189@npa.gov.za
Lenasia e mail Recruit2021190@npa.gov.za
POST 09/48 : DISTRICT COURT CONTROL PROSECUTOR
National Prosecutions Service

SALARY : R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2)
CENTRE : CPP: Mthatha (Ngqeleni) Ref No: Recruit 2021/124 (Re-advert)
CPP: Butterworth (Idutywa) Ref No: Recruit 2021/125) (Re-advert)
CPP: Polokwane Ref No: Recruit 2021/126

REQUIREMENTS : A recognized four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

DUTIES : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist prosecutors to present the State’s case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Mthatha & CPP: Butterworth Linda Mankayi 047 501 2607
APPLICATIONS : CPP Polokwane Thuba Thubakgale Tel No: (015) 045 0285
CPP: Mthatha (Ngqeleni) e mail Recruit2021124@npa.gov.za
CPP: Butterworth (Idutywa) e mail Recruit2021125@npa.gov.za
CPP: Polokwane e mail Recruit2021126@npa.gov.za

POST 09/49 : REGIONAL COURT PROSECUTOR
National Prosecutions Service

SALARY : R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
CENTRE : CPP:Thohoyandou (Giyani) Ref No: Recruit 2021/127, (Malamulele) Ref No: Recruit 2021/128, (Musina) Ref No: Recruit 2021/129
CPP: Modimolle (Burgersfort) Ref No: Recruit 2021/130 (X2 Posts); (Groblerdsdal) Ref No: Recruit 2021/131 (X2 Posts)

REQUIREMENTS : A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : CPP:Thohoyandou (Giyani) e mail Recruit2021127@npa.gov.za
(Malamulele) e mail Recruit2021128@npa.gov.za
(Musina) e mail Recruit2021129@npa.gov.za
CPP: Modimolle (Burgersfort) e mail Recruit2021130@npa.gov.za
(Groblerdsdal) e mail Recruit2021131@npa.gov.za

POST 09/50 : ICT ADMINISTRATOR
National Prosecutions Service

SALARY : R376 596. per annum (Level 09) (Excluding Benefits)
CENTRE : DPP: Johannesburg Ref No: Recruit 2021/143
DDPP: Thohoyandou Ref No: Recruit 2021/144

REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE, MS SQL will be an added advantage. Three years working experience in an IT environment.
Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library, LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver’s license required.

**DUTIES**

Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

**ENQUIRIES**

DPP: Johannesburg Reuben Palai Tel No: (011) 220 4142
DDPP: Thohoyandou Thuba Thubakgale Tel No: (015) 045 0285

**APPLICATIONS**

DPP: Johannesburg e mail Recruit2021143@npa.gov.za
DDPP: Thohoyandou e mail Recruit2021144@npa.gov.za

**POST 09/51**

**ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/145**

Sexual Offences and Community Affairs

**SALARY**

R376 596 per annum (Level 09) (Excluding Benefits)

**CENTRE**

Head office: Pretoria

**REQUIREMENTS**

An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of three years relevant experience in Administration. In-depth knowledge of the Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational and management skills. Computer skills in MS Word, Excel and Outlook. Willing to work extended hours and willing to travel. Reliable, organized and able to work in a team.

**DUTIES**

Provide human resource management and development services. Monitor the provision of administration support and document management services. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Monitor implementation support in analysing budget and expenditure, compile monthly report and statistics. Manage staff and provide guidance on corporate services matters. Liaise with customers and stakeholders. Maintain and administer systems and leave applications.

**ENQUIRIES**

Phuthi Mahanyele Tel No: (012) 845 6945

**APPLICATIONS**

e mail Recruit2021145@npa.gov.za

**POST 09/52**

**ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/146**

Specialised Commercial Crime Unit

**SALARY**

R376 596 per annum (Level 09) (Excluding Benefits)

**CENTRE**

Head office: Pretoria

**REQUIREMENTS**

An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of three years relevant experience in Administration. In-depth knowledge of the Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational and management skills. Computer skills in MS Word, Excel and Outlook. Willing to work extended hours and willing to travel. Reliable, organized and able to work in a team.

**DUTIES**

Supervise and direct the administration of finance and supply chain services. Monitor the provision of administration support and document management services. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Provide human resource management and development services. Monitor the provision of administration support and document management services. Facilitate
the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Monitor implementation support in analysing budget and expenditure, compile monthly report and statistics. Manage staff and provide guidance on corporate services matters. Liaise with customers and stakeholders. Maintain and administer systems and leave applications.

ENQUIRIES: Phuthi Mahanyele Tel No: (012) 845 6945
APPLICATIONS: e mail Recruit2021146@npa.gov.za

POST 09/53: DISTRICT COURT PROSECUTOR
National Prosecutions Service

SALARY: R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
CENTRE: CPP: Queenstown Ref No: Recruit 2021/133 (X2 Posts)
              (Graaff-Reinet) Ref No: Recruit 2021/134
              (Elliot) Ref No: Recruit 2021/135
CPP: Thohoyandou (Morebeng) – Recruit 2021/139
CPP: Thohoyandou (Morebeng) – Recruit 2021/139
CPP: Modimolle (Phalala) Ref No: Recruit 2021/142 (X2 Posts)
CPP: Kimberley Ref No: Recruit 2021/183
CPP: East London Ref No: Recruit 2021/192
              (King Williams Town) Ref No: Recruit 2021/193

REQUIREMENTS: A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver’s license will be a requirement where applicable.

DUTIES: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court. Perform all duties related thereto in accordance with the code of conduct, Policy and directives of the National Prosecuting Authority.

ENQUIRIES: CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3000
CPP: Thohoyandou & CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
CPP: Kimberley Nicolas Mogongwa Tel No: (053) 807 4539
East London Talita Raga Tel No: (040) 608 6812
APPLICATIONS: CPP: Queenstown e mail Recruit2021133@npa.gov.za
              (Graaff-Reinet) e mail Recruit2021134@npa.gov.za
              (Elliot) e mail Recruit2021135@npa.gov.za
CPP: Thohoyandou (Morebeng) e mail Recruit2021139@npa.gov.za
CPP: Thohoyandou (Morebeng) e mail Recruit2021140@npa.gov.za
CPP: Modimolle (Phalala) (2 Posts) e mail Recruit2021142@npa.gov.za
CPP: Kimberley e mail Recruit2021183@npa.gov.za
CPP: East London e mail Recruit2021192@npa.gov.za
              (King Williams Town) e mail Recruit2021193@npa.gov.za

POST 09/54: DISTRICT COURT PROSECUTOR
National Prosecutions Service

SALARY: R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
CENTRE: CPP: Butterworth Ref No: Recruit 2021/136
              (Ngcobo) Ref No: Recruit 2021/137
              (Sterkspruit) Ref No: Recruit 2021/182
CPP: Mthatha (Port St Johns) Ref No: Recruit 2021/138
              (Bizana) Ref No: Recruit 2021/180
              (Mqanduli) Ref No: Recruit 2021/181

REQUIREMENTS: A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Extensive experience in maintenance and such experience as in the opinion of the NDPP, render him/her suitable for appointment as Maintenance Prosecutor. Extensive knowledge of Maintenance Act. Knowledge of Civil and Family Law related to maintenance. Good planning skills general computer literacy in MS Office. A valid driver’s license.

DUTIES: Criminal and civil litigation in compliance with the requirements legally imposed upon the state regarding all aspects of criminal and civil activities relevant to
maintenance matter. Attend to formal and informal enquiries. Attend to maintenance related prosecutions. Render advice on issues family law relating to maintenance. Direct and oversee maintenance investigators. Exercise or perform any power, duty or function conferred upon or assigned on the maintenance prosecutor by or under Maintenance Act 99 of 1998. This will include aspects of prevention, research and recommendations for policy development, pertaining heads of arguments and where requires presenting case in court. Supervise, train and develop role players including maintenance investigators and police.

ENQUIRIES : Linda Mankayi  Tel No: (047) 501 2607
APPLICATIONS : CPP: Butterworth  e mail: Recruit2021136@npa.gov.za
(Ngcobo) e mail: Recruit2021137@npa.gov.za
(Sterkspruit) e mail: Recruit2021182@npa.gov.za
CPP: Mthatha (Port St Johns) e mail: Recruit2021138@npa.gov.za
(Bizana) e mail: Recruit2021180@npa.gov.za
(Mqanduli) e mail: Recruit2021181@npa.gov.za

POST 09/55 : COURT PREPARATION OFFICER
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : CPP: Polokwane (Tzaneen) Ref No: Recruit 2021/147
(Phalaborwa) Ref No: Recruit 2021/148
(Lenyenyene) Ref No: Recruit 2021/149
(Nkowankowa) Ref No: Recruit 2021/150
CPP: Thohoyandou (Morebeng) Ref No: Recruit 2021/151
(Musina) Ref No: Recruit 2021/152
(Malamulele) Ref No: Recruit 2021/153
CPP: Mthatha Ref No: Recruit 2021/154
(Tsolo) Ref No: Recruit 2021/155
(Bizana) Ref No: Recruit 2021/156
(Lusikisiki) Ref No: Recruit 2021/157
(Port St. Johns) Ref No: Recruit - 2021/158
(Mt.Frere) Ref No: Recruit 2021/159
(Libode) Ref No: Recruit 2021/160
CPP: Modimolle Ref No: Recruit 2021/161
(Mokopane) Ref No: Recruit 2021/162
(Bugersfort) Ref No: Recruit 2021/163
(Nebo) Ref No: Recruit 2021/164
(Mookgophong) Ref No: - Recruit 2021/165
(Sekhukhune) Ref No: Recruit 2021/166
(Bela-Bela) Ref No: Recruit 2021/167
(Lephaleale) Ref No: Recruit 2021/168
(Phalala) Ref No: Recruit 2021/169
(Northam) Ref No: Recruit 2021/170
(Thabazimbi) Ref No: Recruit 2021/171
(Groblersdal) Ref No: Recruit 2021/172

REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.

DUTIES : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.

ENQUIRIES : CPP: Polokwane; CPP: Thohoyandou & CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : CPP: Polokwane (Tzaneen) e mail: Recruit2021147@npa.gov.za
(Phalaborwa) e mail: Recruit2021148@npa.gov.za
(Lenyenyene) e mail: Recruit2021149@npa.gov.za
(Nkowankowa) e mail: Recruit2021150@npa.gov.za
CPP: Thohoyandou (Morebeng) e mail: Recruit2021151@npa.gov.za
(Musina) e mail: Recruit2021152@npa.gov.za
(Malamulele) e mail: Recruit2021153@npa.gov.za
CPP:Mthatha e mail: Recruit2021154@npa.gov.za
(Tsolo) e mail: Recruit2021155@npa.gov.za
POST 09/56 : PERSONAL ASSISTANT REF NO: RECRUIT 2021/173

National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : DDPP: Thohoyandou
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average. Planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver’s license.

DUTIES : Provide secretarial, administration support and personal assistant service in the office. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for the office. Operate office equipment like fax machines and photo copiers. Make travel and logistical arrangements for meetings and events. Process travel and subsistence claims for the office. Take minutes during meetings, draft routine correspondence. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit2021173@npa.gov.za

POST 09/57 : ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2021/132

National Prosecutions Service

SALARY : R257 508,per annum (Level 07) (Excluding Benefits)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6). Minimum two years relevant experience performing general administrative function. Good planning and organizing skills. Good verbal and written communication. Problem solving skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislation, policies and procedures applicable in the public sector. Good telephone etiquette and above average planning and organizing skills. secretarial experience and or related administrative experience. General computer literacy. Good people skills. A valid driver’s license.

DUTIES : Provide high quality administrative support to the unit, budget administration, logistical support, fleet management and Human Resource Administration. Keep a well-organised administrative system for the office. Manage communication with the internal and external stakeholders. Liaise with corporate services on all matters pertaining to administrative function of the office. Document management. Manage and supervise the admin staff. Draw up performance management contracts of staff and be responsible for performance assessments. Compile and submit statistics monthly reports.

ENQUIRIES : Gija Maswanganyi Tel No: (012) 845 6944
APPLICATIONS : e mail Recruit2021132@npa.gov.za
POST 09/58: HUMAN RESOURCES CLERK REF NO: RECRUIT 2021/174
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Mthatha
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES: Provide high level human resources duties to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES: DPP- Mthatha: Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS: e mail Recruit2021174@npa.gov.za

POST 09/59: DATA CAPTURER REF NO: RECRUIT 2021/175
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Limpopo (Polokwane)
REQUIREMENTS: Grade 12 or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to work independently and as part of a team. Able to work under pressure.

DUTIES: Provide efficient data capturing and data administration services in the DPP Limpopo. Perform general administrative task in the information management section. Provide data reports. Liaise with customers and stake holders.

ENQUIRIES: Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS: e mail Recruit2021175@npa.gov.za

POST 09/60: SUPPLY CHAIN CLERK REF NO: RECRUIT 2021/176
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Limpopo (Polokwane)
REQUIREMENTS: Grade 12 or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to work independently and as part of a team. Able to work under pressure. A valid drivers license.

DUTIES: Monitor and control the usage of contract/government vehicles. Record all trips in accordance with guidelines. Ensure accidents are fully reported and all claims in regards thereto are appropriately administered, investigated and processed with relevant authorities. Ensure that all invoices for flights, accommodation and rental vehicles are certified and sent to head office for timeous payment. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Update and maintain a supplier database. Liaise with customers and stakeholders. Conduct asset verification.

ENQUIRIES: Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS: e mail Recruit2021176@npa.gov.za

POST 09/61: ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/177
Specialised Commercial Crime Unit

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: Head Office: Pretoria
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Liaise with Administration with all
matters pertaining to the administrative function of the office. Provide administrative support to the legal staff and administration support to the unit. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing receiving and dispatching documents.

ENQUIRIES: Bonakele Jali Tel No: (012) 845 6395
APPLICATIONS: e mail Recruit2021177@npa.gov.za

POST 09/62: ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/178
Specialised Commercial Crime Unit

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: Head Office: Pretoria
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Provide administrative support to the office. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive docket from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails in case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.

ENQUIRIES: Bonakele Jali Tel No: (012) 845 6395
APPLICATIONS: e mail Recruit2021178@npa.gov.za

POST 09/63: ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/179 (X2 POSTS)
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Limpopo
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Liaise with Administration with all matters pertaining to the administrative function of the office. Provide administrative support to the legal staff and administration support to the unit. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing receiving and dispatching documents.

ENQUIRIES: Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS: e mail Recruit2021179@npa.gov.za

POST 09/64: ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/185
Sexual Offences and Community Affairs

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: Pretoria: Head Office
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Provide high level administrative and secretarial support to the Director. Administration and delegated officials of the SOCA unit. Liaise and communicate with senior managers within the NPA and other relevant stakeholders. Plan, organize and coordinate events, meetings or other engagements as required by the Director: Administration or delegated official. Manage information and ensure easy reference filing system for the unit. Prepare correspondence, documents, reports, presentations, etc as required and instructed by the Director. Prepare minutes of meetings and followup on decision made where necessary. Make travel and accommodation arrangements. Any other duties as requested by the Director: Administration or delegated official. Assist with all case flow related matters. Provide logistical support services. Ensure administration of financial management. Operate office equipment like fax machines and photocopiers. Making copies and binding documents.

ENQUIRIES: William Matlala Tel No: (012) 845 6637
APPLICATIONS: e mail Recruit2021185@npa.gov.za
ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/191
Sexual Offences and Community Affairs

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: Kimberley

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Provide high level administrative and secretarial support to the delegated SOCA official in the region. Liaise and communicate with senior managers within the NPA and other relevant stakeholders. Plan, organize and coordinate events, meetings or other engagements as required by the delegated official. Manage information and ensure easy reference filing system for the unit. Prepare correspondence, documents, reports, presentations, etc as required and instructed by the delegated official. Prepare minutes of meetings and follow-up on decision made where necessary. Make travel and accommodation arrangements. Any other duties as requested by the delegated SOCA official in the region or delegated SOCA official in the region. Assist with all case flow related matters. Provide logistical support services. Ensure administration of financial management. Operate office equipment like fax machines and photocopiers. Making copies and binding documents.

ENQUIRIES: William Matlala Tel No: (012) 845 6637
APPLICATIONS: e mail Recruit2021191@npa.gov.za
NATIONAL SCHOOL OF GOVERNMENT (NSG)

National School of Government (NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitable qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent position of Team Assistant. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.

APPLICATIONS: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or E-mail at NSG.Recruitment@thensg.gov.za. Please note faxed applications or direct email to NSG officials will not be accepted.

FOR ATTENTION: Ms L Raseroka, HR Unit

CLOSING DATE: 26 March 2021 at 16h00.

NOTE: Applications must consist of: A fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be expected to sign a performance agreement within three months from the date of assumption. During the interview the shortlisted candidates may be required to write a technical exercise test that is relevant to the post. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

OTHER POST

POST 09/66: TEAM ASSISTANT REF NO: NSG01/2021

SALARY: R257 508 per annum. (Level 07)

CENTRE: Pretoria

REQUIREMENTS: An appropriate degree (NQF 7). Experience: 3 – 5 years prior experience in providing administrative support and team assistance at a higher operational level. Competencies/Skills: Strong organizational skills. Strong logistical and analytical thinker. Strong interpersonal skills. Advanced skills in the MS Office Suite, Outlook and internet application. Problem solving skills. The ability to work as part of a project team. Strong communication skills. Knowledge: Delivery of administrative/logistical/secretarial services that require some general knowledge and experience. Database Management. Programme and administrative knowledge. Demonstrate the knowledge of a particular expertise (e.g. MS Excel, Word, PowerPoint, Access and Project). Understanding in the field of training logistics environment. Sufficient understanding of the skills development legislation, SAQA, the NQF, etc. Sufficient understanding of NSG to liaise with clients in this regard. Sufficient understanding of the public sector as this is the environment in which NSG operates Personal attributes: Analytical. Systematic. Organised. Accurate. Attention to detail. Independent. Flexible. Willingness to learn. Keep up with trends. Engage in relevant debates. Possesses the ability to meet deadlines. Honest. Responsible. Professional with strong work ethics. A team Player. Self-driven and systematic. Innovative.

DUTIES: Provide administrative support to the team. Disseminate information to all stakeholders. Perform general administrative functions, including managing diary of the Chief Director and directors, typing, sending faxes, development and maintenance of a filing system and making photocopies. Provide administrative support and team assistance to the Chief Directorate, including but not limited to presentations, projects, packaging of marketing items and formatting of documents. Draft letters, memoranda and submissions. Establishing and maintaining an efficient database for the chief directorate. Design, develop, implement and update appropriate administrative systems. Maintain effective stakeholder relations and communication, both internal and external to NSG. Administer and monitor budget of the Chief Directorate. Manage petty cash for the Chief Directorate (this includes handling applications and use). Monitor Chief Directorate’s budget (matching expenses against budget line items and reporting
on discrepancies and status regarding availability). Process service provider’s payments and clients invoices in compliance with NSG payment policies. Track payments in the chief directorate. Liaise with Finance to ensure proper implementation of financial and SCM policies. Provide events, logistic and travel support services. Assist with the maintenance and logistics of office accommodation. Ordering of stationary and other supplies and monitoring use of stationary in the chief directorate and making orders to replenish stock. Coordinate events, including logistics such as the sourcing of venues and catering as appropriate. Manage all travel and accommodation arrangements for the team. Provide secretarial services to meetings when required, including minute taking during meetings of the chief directorate. Coordination of follow-up on action list items. Prepare documents and refreshments for meetings. Filing and management of filing system. Conducting follow-up on returned submissions in respect of steps or decisions to be taken. Checking documents for correctness and compliance with policies (this includes proof reading, accuracy of information provided). Update and record keeping of all leave registers, performance agreements, payment advices and other relevant governance documents. Ensure all documents are correctly referenced to the approved file plan and forwarded to the Records Management Unit for filing or disposal.

ENQUIRIES

Mr. J Mmela Tel No: (012) 441 6483 In connection with the applications kindly contact Mr Thabo Ngwenya Tel No: (012) 441 6108 or Mr Mpho Mugodo, Tel No: (012) 441-6017.
OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998 and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

APPLICATIONS:

National Office (Midrand)/ Constitutional Court: Braamfontein: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Eastern Cape/ Port Elizabeth/ Grahamstown/ Bisho/ Umtathana/ East London: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

Free State/ Supreme Court of Appeal: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

Gauteng (Provincial Centre)/ Land Claims Court (Randburg)/ Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000.

Kwazulu-Natal/ Durban/ Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.

Limpopo/ Polokwane/ Thohoyandou: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

Mpumalanga/ Middelburg/ Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.

North West/ Mmabatho/ Mahikeng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.

Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town

CLOSING DATE: 26 March 2021

NOTE: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. www.dpsa.gov.za-vacancies/ www.judiciary.org.za. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered.
Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: Requirement for all Senior Management Service (SMS) Posts - Nyukela Programme: This is a Pre-Entry Certificate to Senior SMS endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. The successful candidate will be required to provide proof of completion of the Pre-entry certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.

**MANAGEMENT ECHELON**

**POST 09/67** : DIRECTOR: PROJECTS REF NO: 2021/34/OCJ

**SALARY** : R1 057 326 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** :

- A Degree in Law/ Social Science or equivalent qualification (NQF level 7). A minimum of five (5) years’ relevant experience at middle or senior managerial level.

**DUTIES** :

- Identify, initiate, implement and manage all SAJEI strategic and operational projects. Provide secretariat and administrative support to SAJEI governance structures. Ensure compliance with Departmental policies and applicable legal prescripts. Facilitate the preparation of performance information reports and conduct quality assurance. Facilitate the development of Annual Training schedule for hybrid judicial training.

**ENQUIRIES** : Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638

**NOTE** : Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

**POST 09/68** : DIRECTOR: RESEARCH AND CURRICULUM DEVELOPMENT REF NO: 2021/35/OCJ

**SALARY** : R1 057 326 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** :


**DUTIES** :

- Manage and oversee all functions in relation to Judicial curriculum development, design, monitoring, quality assurance, training and review. Lead the development
and review of Judicial education materials in line with legislative and policy changes. Manage the identification of training needs for the Judiciary and other relevant stakeholders. Identity and manage annual research activities. Maintain repository of all SAJEI research outputs. Manage the SAJEI publications & provide support to the relevant structures. Performance management function in relations to staffing, resources and reporting.

ENQUIRIES: Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638
NOTE: Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

OTHER POSTS

POST 09/69: SENIOR ADMINISTRATIVE OFFICER (COURT ADMINISTRATION) REF NO: 2021/36/OCJ

SALARY: R316 791 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: A three (3) year relevant National Diploma/Degree. Two (2) years relevant experience in Court Administration, A valid driver’s licence. Skills and competencies: Computer Literacy. Ability to work under pressure. Accuracy and attention to detail. Administrative and Organisational skills. Good communication skills. Report writing. Ability to work independently and under pressure. Ability to meet deadlines. Problem solving skills and good interpersonal relations. Knowledge of Public Finance Management Act (PFMA) and Departmental Financial Instructions (DFI).

DUTIES: Provide administrative support to court administration Unit to ensure compliance with policies and prescripts. Assist with compilation and submission of monthly and quarterly reports. Manage logistical arrangements for meetings. Take minutes at meetings and track resolutions. Attend to procurement and Supply Chain processes for the Unit. Provide administrative support to the office of the Chief Director, office of the Deputy Director General and individual Directorates of Court Administration Services.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/8774

POST 09/70: REGISTRAR (CASE FLOW) (X2 POSTS)

SALARY: R257 073 per annum (MR3 – MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE: Port Elizabeth High court Ref No: 2021/37/OCJ
durban high court Ref No: 2021/38/OCJ


DUTIES: Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars’ Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES: Port Elizabeth - Mr S Mponzo Tel No: (043) 726 5217
Durban - Ms L Marrie Tel No: (031) 372 3167
**POST 09/71**  :  CONTRACT REGISTRAR REF NO: 2021/39/OCJ  
(Contract valid until 31 March 2022)  

**SALARY**  :  R257 073 per annum (MR3 – MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.  

**CENTRE**  :  Pietermaritzburg High Court  

**REQUIREMENTS**  :  An LLB Degree or a four (4) year Legal qualification. A minimum of 2—years’ legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.  

**DUTIES**  :  Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars’ Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.  

**ENQUIRIES**  :  Ms L Marrie Tel No: (031) 372 3167  

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**POST 09/72**  :  STATE ACCOUNTANT REF NO: 2021/40/OCJ  

**SALARY**  :  R257 508 per annum. The successful candidate will be required to sign a performance agreement.  

**CENTRE**  :  Provincial Service Centre: Mpumalanga  


**DUTIES**  :  Payments to creditors, and suppliers within the prescribed period as per Treasury Regulation. Clearing of Bank/PMG exemption on a monthly basis. Compiling of the Departmental and Commercial bank reconciliation. Reconciliation of General Ledger/Suspense account on a monthly basis. Compile and capture journals for misallocation.  

**ENQUIRIES**  :  Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000  

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**POST 09/73**  :  CONTRACT PERSONNEL PRACTITIONER: LEAVE & RECORDS REF NO: 2021/41/OCJ  
(Contract valid until 31 March 2022)  

**SALARY**  :  R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.  

**CENTRE**  :  National Office: Midrand  

**REQUIREMENTS**  :  A three (3) years’ tertiary qualification in Human Resources Management / Administration or equivalent qualification with appropriate experience in Human Resources Management, coupled with appropriate working experience within the Records Management/Registry field,. Technical Knowledge/Competencies: Must have sound knowledge of registry/ records management practices, knowledge of National Archives Act and MISS prescripts Knowledge of PERSAL System and Leave, Computer literacy Behavioural Competencies: Good communication skills (written and verbal). Work under pressure. Customer care skills and telephone etiquette. Ability to hold on confidential information.  

**DUTIES**  :  Co-ordinate and supervise activities in registry. Supervise the filing and retrieval of documents. Attend to HR leave related queries. Prepare files for Auditors. Monitor assets and stationery for registry. Provide monthly reports. Ensure that documents are accurately recorded in the waybill book. Attend to queries related to leave and approval of leave. Manage Policy on Incapacity and Ill Health Retirement (PIIR) processes and procedures within the Department. Supervise registry and leave administration staff.  

**ENQUIRIES**  :  Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
POST 09/74: CONTRACT ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2021/42/OCJ (X2 POSTS)

(Contract valid until 31 March 2022)

SALARY: R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand


ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/75: CONTRACT SENIOR STRATEGIC PLANNING OFFICER REF NO: 2021/43/OCJ

(Contract valid until 31 March 2022)

SALARY: R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand


DUTIES: Facilitating and coordinating the development of the Department’s strategic plans and annual performance plans. Conducting the Environmental Analysis for the OCJ and the Superior Courts. Coordinating the development of operational plans by the units within OCJ Compilation. Of the Strategy and Service Delivery Planning monthly and quarterly Performance Reports. Development and implementation of the departmental strategic planning policy and guidelines.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/76: CONTRACT ADMINISTRATIVE OFFICER: E-LEARNING SUPPORT REF NO: 2021/44/OCJ (X2 POSTS)

(Contract valid until 31 March 2022)

SALARY: R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: A three (3) year National Diploma (NQF Level 6)/ A Degree/ in the field of ICT. Proven two years’ experience in providing ICT support. Exposure to MS Office suite applications. Exposure to Open source tools. Skills and Competencies: Good communication, interpersonal and listening skills, Telephone etiquette; Computer literacy (MS Windows and MS Office). Ability to work under pressure and to solve problems; Accuracy and attention to detail.

DUTIES: Provide ICT support to SAJEI governance structures officials, Educators and Facilitators. Manage virtual judicial training platforms, eg Zoom and MS Teams. Provide support for the design and production of online SAJEI publications. Create
online profiles for all Educators and Facilitators. Create and manage SAJEI online database.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/77: CONTRACT SUPPLY CHAIN PRACTITIONER REF NO: 2021/45/OCJ
(Contract valid until 31 March 2022)

SALARY: R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: National Office: Midrand

REQUIREMENTS: A three (3) year National Diploma/Degree in Public Administration Management, Finance management, Logistics Management, Procurement or any Supply Chain Management related qualification. A minimum of three (3) years’ relevant experience in Supply Chain Management and Assets Management. A valid driver’s licence. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written); Understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations; Problem solving skills; Ability to work under pressure and ability to work individually and within a team. Sound organising and planning skills; Customer orientation and leadership abilities.

DUTIES: Receive request for quotations from different components. Overseeing the process of sourcing quotes. Maintain supplier database in compliance with Supply Chain Management policies. Provide administrative support to National Office control committees. Ensure that the procurement of goods and services are within respective delegation of authority. Verify allocations, items and amounts of the requisition before processing. Approve manual requisitions for LP services within respective delegation of authority. Verify allocations, items and amounts of the requisitions before processing. Ensure all open orders and requisition are cleared within 30 days as prescribed. Monitor that stores items are issued to end users. Updating replenishment and stock takes are conducted. Coordinate and monitor the administration of contracts. Coordinates and ensure the monitoring of commitments. Coordinate the provision of logistics services and store management services. Ensure the maintenance of the departmental owned and leased asset registers for National Office. Coordinate the verification of assets. Assist with the resolution of audit queries from internal and external audits on assets and supply chain management.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/78: CONTRACT STATE ACCOUNTANT: SCM REF NO: 2021/46/OCJ
(Contract valid until 31 March 2022)

SALARY: R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Gauteng Provincial Service Centre

REQUIREMENTS: A three (3) year National Diploma/Degree in Supply Chain Management or relevant equivalent qualification; At least (3) years relevant experience in Supply Chain Management and Assets Management; A valid Driver’s licence. Skills and Competencies: Computer literacy; Excellent communication skills (verbal and written); Understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations; Problem solving skills; Ability to work under pressure and ability to work individually and within a team; Sound organising and planning skills; Customer orientation and leadership abilities.

DUTIES: Keep and update all records on assets register; Barcode all newly acquired assets. Conduct quarterly assets verifications and ensure that assets condition in the register 2 matches the condition of its existence; Identify assets for disposal and facilitate the transfer thereof; Assists with reconciliation of the JYP assets register. Maintain and update contract/lease register; Monitor expiring contracts and advise. Capture and update contract register, lease compliance certificates and keep addendums; Facilitate and convene service provider meetings. Facilitate and initiate stocktaking, ensure the release of purchase orders immediately to avoid late payments within 30 days. Provisioning administration and supply chain management.

ENQUIRIES: Ms T Mbalekwa Tel No: (011) 355 0404

POST 09/79: CONTRACT CHIEF ACCOUNTING CLERK REF NO: 2021/47/OCJ
(Contract valid until 31 March 2022)

SALARY: R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
CENTRE: Gauteng Provincial Service Centre

REQUIREMENTS: A three (3) year National Diploma/Degree in Public Administration Management, Finance management, Logistics management, procurement or any supply chain Management related qualification. At least three years’ relevant experience in Supply chain management and Assets management. A valid driver’s licence. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written), Understanding of PFMA, PPPFA, B-BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations. Problem solving skills. Ability to work under pressure and ability to work individually and within a team. Sound organising and planning skills. Customer orientation and leadership abilities.

DUTIES: Receive request for quotations from different components. Overseeing the process of sourcing quotes. Maintain supplier database in compliance with supply chain management policies. Provide administrative support to provincial control committees. Ensure that the procurement of goods and services are within respective delegation of authority. Verify allocations, items and amounts of the requisition before processing. Approve manual requisitions for LP services within respective delegation of authority. Verify allocations, items and amounts of the requisitions before processing. Ensure all open orders and requisition for the province are cleared on monthly basis. Ensure that invoices are paid within 30 days as prescribed. Monitor that stores items are issued to end users. Updating replenishment and stock takes are conducted. Coordinate and monitor the administration of contracts. Coordinates and ensure the monitoring of commitments. Coordinate the provision of logistics services and store management services. Ensure the maintenance of the departmental owned and leased asset registers for all Superior Courts in the province. Coordinate the verification of assets across all superior courts in the province. Assist with the resolution of audit queries from internal and external audits on assets and supply chain management.

ENQUIRIES: Ms T Mbalekwa Tel No: (011) 355 0404

POST 09/80: CONTRACT LEGAL ADMINISTRATIVE OFFICER REF NO: 2021/48/OCJ (Contract valid until 31 March 2022)

SALARY: R257 508 per annum (MR3) plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Labour And Labour Appeals Court: Johannesburg

REQUIREMENTS: An LLB degree or a four-year legal qualification. The following will serve as an added advantage: A minimum of five years’ post qualification legal experience and experience in the field of Constitutional law and human rights. The following will add as recommendation: Knowledge of legislation administered by the Department. The Public Service Act and Regulations, Public Finance Management Act, and Regulations, Diversity management as well as transformation equity within the public service, proven ability to execute high level description and provide feedback, knowledge of communication systems. Skills and Competencies: Knowledge of promotion of Access to information Act, 2000(Act No.2 of 2000) and its application. Effective communication and presentation skills. Leadership skills, teambuilding skills. Interpersonal relations. Conflict and knowledge management skills. Analytical thinking skills. Technical judgement. Project management skills. Research skills. Managerial skills.

DUTIES: Effectively and efficiently correspondence with public private body and various other stakeholders. Research and retrieve material for library accessible to the court physically and electronically. Proofreading and side checking of all draft judgements. Draft legal documents and give legal advice to the Region regarding the interpretation and execution of powers and legal matters. Respond to petitions, representations and complaints from civil society and other Government Departments. Liaise with other departments, prosecutors, judiciary and communities’ oath the programmes around crime prevention. Prepare memorandum for appointment of commissioner of oath, appraisers and justice of peace. Recover the smooth functioning of specialised courts and municipal court in the Province i.e Sexual offences, family, equity community court awareness campaign on legislation administered by the Department. Support the courts regarding quasi-judicial functions.

ENQUIRIES: Gauteng: Ms T Mbalekwa Tel No: (011) 355 0404

POST 09/81: CONTRACT JUDGES SECRETARY REF NO: 2021/49/OCJ (X5 POSTS) (Contract valid until 31 March 2022)

SALARY: R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Gauteng Division: Pretoria/ Johannesburg
REQUIREMENTS : Grade (12). One (1) to three (3) years’ Secretarial experience or as an Office Assistant. A valid driver’s license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES : Typing (or format) of draft memorandum decision; opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, Judgements and orders for the Judge. Arrange and diarize appointments and meetings for official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files, documents and provide copies of documents to the Registrar. Perform digital recording of Court proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge’s vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his or her visitors and attend to their need. Management of Judge’s library and updating of documentation. Execute legal research as directed by the Judge and comply with Prescripts, Departmental policies, Procedures and Guidelines.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 355 0404

POST 09/82 : ACCOUNTING CLERK REF NO: 2021/50/OCJ

SALARY : R173 703 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

REQUIREMENTS : Grade twelve (12) with Accounting as a passed subject. A three-year National Diploma (NQF Level 6) in Accounting will serve as an added advantage. Zero (0) - two (2) years’ experience in salary and payroll environment. Skills and Competencies: Good communication skills (verbal and written). Excellent organisational and planning skills. Good interpersonal skills. Proven Computer Literacy, including MS Word & MS Excel. Be able to pay attention to detail and work within deadlines. Ability to adapt to Change (Flexibility). Ability to interpret Policies and Legislations. Client and customer orientated. Ability to analyse information, identify and solve problems, reason logically, and to work under pressure.


ENQUIRIES : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/83 : CONTRACT SUPPLY CHAIN CLERK REF NO: 2021/51/OCJ

SALARY : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

REQUIREMENTS : Grade twelve (12) or equivalent qualification. A three (3) year National Diploma/Degree in Public Administration Management/ Finance Management/ Logistics Management/ Procurement or any Supply Chain Management related qualification will serve as an added advantage. Relevant experience in Supply Chain Management environment. Skills and Competencies: Ability to operate office equipment. Ability to work independently and meet deadlines. Ability to work under pressure, work in a team and prepared to work overtime when required. Excellent analytical, planning, organizational skills. Good interpersonal relations. Effective communication skills (written and verbal). Computer literacy. Job Knowledge. Communication skills. Flexibility. Accuracy. Aptitude of figures. Basic numeracy skills. Ability to perform routine tasks.

DUTIES : Capturing and processing of invoices. Supplier payments as well expediting of Government orders. Provide administrative procurement support to all stakeholder. Receive and assess quotations. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System, ensure that all relevant forms are attached. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM.
Policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items and perform other duties as delegated by the supervisor.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/84: CONTRACT ADMINISTRATION CLERK: HRM&D REF NO: 2021/52/OCJ

(Contract is valid until 31 March 2022)

SALARY: R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: Grade twelve (12) or equivalent qualification. A three (3) year National Diploma/Degree in HRM, Public Administration or equivalent qualification in Human Resource Management and Development environment will serve as an added advantage. Relevant experience in Human Resource Management and Development environment. Skills and Competencies: Good Communication skills, Planning and organising skills, Good interpersonal skills, Computer literacy including MS word, EXCEL and PowerPoint. Be able to pay attention to detail and work within deadlines, Knowledge of HRM/D Legislations and Policies, Knowledge and understanding of concepts of HRD and PMDS, Ability to adapt to Change, Ability to interpret Policies and Legislation, Client and customer orientated, Ability to analyse information, Identify and solve problems, logically and Ability to work under pressure.

DUTIES: Assist to coordinate and administer Human Resource Management and Development in the Department; Administer internal Bursaries in the Department; Assist to coordinate and develop the Departmental Induction and Compulsory Induction Programme database; Render PMDS administration.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/85: CONTRACT HUMAN RESOURCE OFFICER REF NO: 2020/53/OCJ

(Contract valid until 31 March 2022)

SALARY: R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Free State Provincial Service Centre

REQUIREMENTS: Grade 12 or equivalent qualification. Knowledge of PERSAL system. Knowledge of the prescripts regulating Human Resources. Skills and Competencies: Good communication skills (written and verbal). Computer literacy (MS Office; PERSAL experience). Good Interpersonal Relations, Ability to work under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people. Report writing skills and Good organising skills.

DUTIES: Implementation of transaction on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, performance management, training, service termination, labour relations, recruitment and selection, etc; Keep statistics of all activities and report accurate statistics to supervisors. Assist with all administrative duties of Human Resources Component and respond to clients queries.

ENQUIRIES: Ms M Luthuli Tel No. (051) 406 8191

POST 09/86: CONTRACT ACCOUNTING CLERK

(Contract valid until 31 March 2022)

SALARY: R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand, (Payroll) Ref No: 2021/54/OCJ Gauteng Provincial Service Centre Ref No: 2021/55/OCJ

REQUIREMENTS: Grade twelve (12) or equivalent qualification. A three-year National Diploma (NQF Level 6) In Accounting will serve as an added advantage. Relevant experience in payroll environment. Skills and Competencies: Good communication skills. Planning and organising skills. Attention to detail and work within deadlines Proven Computer literacy, including MS Word & MS Excel.

DUTIES: Capturing S&T Claims. Sorting of all Payroll Certificates according to various pay points filling of documents. Capturing Salary related transactions.

ENQUIRIES: National Office - Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774 Gauteng - Ms T Mbalekwa Tel No: (011) 335 0404
POST 09/87 : CONTRACT ADMINISTRATION SUPPORT CLERK (X20 POSTS)
(Contract is valid until 31 March 2022)

SALARY : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand - Service Delivery Improvement Ref No: 2021/56/OCJ (X1 Post)
           National Office: Midrand - Sajei Ref No: 2021/57/OCJ (X1 Post)
           National Office: Midrand - Fleet Management Ref No: 2021/58/OCJ (X1 Post)
           Pietermaritzburg High Court Ref No: 2021/59/OCJ (X1 Post)
           Kwa-Zulu Natal Provincial Service Centre Ref No: 2021/60/OCJ (X1 Post)
           North West High Court Ref No: 2021/61/OCJ (X2 Posts)
           Gauteng Division: Pretoria Ref No: 2020/63/OCJ (X8 Posts)
           Gauteng Provincial Service Centre Ref No: 2020/64/OC (X2 Posts)

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Planning and Organisation; Language; Good verbal and written communication.

DUTIES : Maintain high levels of professionalism and render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component.

ENQUIRIES : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/8774
Pietermaritzburg - Ms L Marrie Tel No: (031) 372 3176
North West - Mr OPS Sebapatso Tel No: (018) 397 7114
Gauteng - Ms T Mbalekwa Tel No: (011) 355 0404
Free State - Ms M Luthuli Tel No: (051) 406 8191

POST 09/88 : CONTRACT ADMINISTRATION CLERK: DCRS REF NO: 2021/65/OCJ
(Contract is valid until 31 March 2022)

SALARY : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Pietermaritzburg High Court

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Word). Good problem solving skills. Accuracy and attention to detail. Operational knowledge of operating DCRS/CRT machine.

DUTIES : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES : Ms L Marrie Tel No: (031) 372 3176

POST 09/89 : CONTRACT ASSET CONTROLLER REF NO: 2021/66/OCJ
(Contract is valid until 31 March 2022)

SALARY : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Experience in Asset Management will serve as an added advantage. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public Sector procurement process, rules and regulation. Skills and Competencies: Accuracy and attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organizational skills. Good Interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.

DUTIES : Physical verification of all movable assets and Library Books. Identify assets to be disposed and prepare submission to the Provincial Disposal Committee. Facilitate...
the removal of disposed assets from the premises. Retire approved assets on the JYP asset register system. Maintain a file for disposed assets. Reconcile the asset register against the scanned data. Update verification result onto the JYP system (description, custodian, location, condition and serial number. Identify, asset not recorded on the register facilitate uploading thereof. Identify, report and investigate unverified assets and advice Court Manager on corrective action to be taken. Ensure that all verification result have been successfully updated onto JYP. Monthly confirmation of the lease register and Physical verification of all leased equipment (photocopiers) and leased motor vehicles.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/90: CONTRACT ADMINISTRATION CLERK: HELP DESK (X2 POSTS)
(Contract is valid until 31 March 2022)

SALARY: R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

CENTRE: National Office: Midrand Ref No: 2021/67/OCJ
Gauteng Division: Pretoria Ref No: 2021/68/OCJ

REQUIREMENTS: Grade twelve (12) or equivalent qualification. A three (3) year National Diploma (NQF Level 6)/ A Degree/ in the field of ICT will serve as an added advantage. Experience in ICT environment will serve as an added advantage. Skills and Competencies: Good communication, interpersonal and listening skills, Telephone etiquette; Computer literacy (MS Windows and MS Office). Ability to work under pressure and to solve problems; Accuracy and attention to detail.

DUTIES: Maintain high levels of professionalism and maintain a helpful attitude. Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk software application Unlock accounts and Resets Passwords. Answer IT helpdesk telephone calls and emails and correctly/accurately allocate to the correct IT technician / team for resolution Monitor logged service requests with specific reference to high priority calls. Become familiar with helpdesk policies and service level agreements. Assist in follow up of calls that are out of SLA.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
Gauteng - Ms T Mbalekwa Tel No: (011) 335 0404

POST 09/91: CONTRACT REGISTRAR'S CLERK (X4 POSTS)
(Contract is valid until 31 March 2022)

SALARY: R173 703.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Gauteng Division: Pretoria Ref No: 2021/69/OCJ (X2 Posts)
Supreme Court of Appeal Ref No: 2021/70/OCJ (X1 Post)
Free State High Court Ref No: 2021/71/OCJ (X1 Post)

REQUIREMENTS: Grade 12 or equivalent qualification. Skills and Competencies: Computer skills, good communication skills (written and verbal). Good interpersonal and Public Relation skills, Good Administration and Organisational skills, Customer Service skills, Ability to work under pressure. Additional Competencies which may be of advantage: paralegal qualification, knowledge of court process and procedure.

DUTIES: Render efficient and effective support services to the Court, issuing of court process at General Office, case management duties; render counter service duties /functions; prepare, analyse and submit Court statistics, maintain and keep all registers for Civil and Criminal matters, filing and archiving of both Civil and Criminal process, attending to case management and set down notices; act as a liaison between Judges and Legal Practitioners, requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders; prepare and send cases to transcribers for appeal and review purposes; attend to complaints from prisoners and members of the public; administrative duties in respect of mental health, petition, review and appeal matters; act as a liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

ENQUIRIES: Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404

POST 09/92: DATA CAPTURER REF NO: 2021/72/OCJ

SALARY: R145 281 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Constitutional Court: Braamfontein

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer Literacy (Microsoft Office). Good communication skills. Good interpersonal relation
skills. Service orientated. Results driven. Analytical skills. Excellent organisational and planning skills.

**DUTIES**
Receiving of matters that are filed at the General Office. Allocation of case numbers. Registering such in the case registers and maintenance thereof. Capturing of cases and maintenance of the electronic registers. Compilation of daily, weekly, monthly, quarterly and annual case statistics. Record management and safe custody thereof.

**ENQUIRIES**
Mr M Ngonyama Tel No: (011) 359 7590

**POST 09/93**
**CONTRACT DATA CAPTURER (X3 POSTS)**
(Contract is valid until 31 March 2022)

**SALARY**
R145 281 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**
National Office: Midrand HRM&D Ref No: 2021/73/OCJ (X2 Posts)
Supreme Court of Appeal: Bloemfontein Ref No: 2021/74/OCJ (X1 Post)

**REQUIREMENTS**
Grade twelve (12) or equivalent qualification. Experience in data capturing will serve as an added advantage. Skills and Competencies: Good communication skills (verbal and written). Job Knowledge. Planning and organisation skills. Flexibility. Team work. Good interpersonal relations. Advanced computer skills and ability to work under pressure.

**DUTIES**
Provide administration support service. Capture and update data from available records into the required formats e.g. databases, table, spreadsheet. Generate spreadsheets. Update the system on all data sets. Validate and review data (for quality purpose) to ensure correctness, completeness and consistency. Compile and update routine statistical information/reports and registers. Receive, register and track records or documents submitted for further processing in the Human Resource Management and Development component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Continuous updating of information on computer for reporting purposes and retrieving information required. Verify query missing data and errors observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to the component.

**ENQUIRIES**
Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
Supreme Court of Appeal: Bloemfontein: Ms M Luthuli Tel No. (051) 406 8191

**POST 09/94**
**CONTRACT TYPIST (X2 POSTS)**
(Contract is valid until 31 March 2022)

**SALARY**
R145 281 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Gauteng Division: Pretoria Ref No: 2021/75/OCJ
Pietermaritzburg High Court Ref No: 2021/76/OCJ

**REQUIREMENTS**
Grade 12 or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Accuracy and attention to details. Good interpersonal relations. Planning and organization skills. Ability to work under pressure. Telephone etiquette. Flexibility.

**DUTIES**
Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums. Operating fax machine and photocopy machine and updating of the registers. Operating the switchboard and rendering Court services. Attend to queries and perform other administration duties as may be allocated from time to time.

**ENQUIRIES**
Gauteng - Ms T Mbalekwa Tel No: (011) 355 0404
Pietermaritzburg - Ms L Marrie Tel No: (031) 372 3176

**POST 09/95**
**CONTRACT MESSENGER REF NO: 2021/77/OCJ**
(Contract is valid until 31 March 2022)

**SALARY**
R122 595 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Labour And Labour Appeals Court: Johannesburg,

**REQUIREMENTS**
**DUTIES**: Escorting of Judges’ to the courtrooms. Rendering of administrative support functions to the Judges’ and the court room crew. Maintenance of Courtrooms’ records. Facilitation of the smooth running of the court rooms and the collection and distribution of post/parcels. Files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties.

**ENQUIRIES**: Ms T Mbalekwa Tel No: (011) 335 0404

**GRADUATE INTERNSHIP PROGRAMME FOR 2021/2023 (24 MONTHS)**

The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an Internship programme in the 2021/2023 financial year. Applicants must be unemployed graduate and never participated in an internship programme previously, aged between 20–35 years and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Persons with Disabilities.

**APPLICATIONS**: National Office (Midrand)/ Constitutional Court: Braamfontein: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**Eastern Cape/ Port Elizabeth/ Grahamstown/ Bisho/ Umtathla/ East London**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

**Free State/ Supreme Court of Appeal**: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

**Gauteng (Provincial Centre)/ Land Claims Court (Randburg)/ Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court**: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

**Kwazulu-Natal/ Durban/ Pietermaritzburg**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X64372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban

**Limpopo/ Polokwane/ Thohoyandou**: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699

**Mpumalanga/ Middelburg/ Mbombela**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X 2051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200

**Northern Cape**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley

**North West/ Mmabatho/ Mahikeng**: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho

**Western Cape**: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town

**NOTE**: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. [www.dpsa.gov.za-vacancies/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://www.judiciary.org.za). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of: Matric certificate, academic qualifications with academic...
transcripts (academic record) and ID. Candidates wishing to apply for an Internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (360 credits). All appointments for internship are subject to the verification and pre-screening process. OCJ reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

POST 09/96

INTERNSHIP PROGRAMME: COURT ADMINISTRATION (X45 POSTS)

STIPEND : R6 083 per month
CENTRE: National Office – Legal Services Ref No: 2021/57CA/OCJ (X1 Post)
          Bisho High Court Ref No: 2021/58CA/OCJ (X2 Posts)
          East London High Court Ref No: 2021/59CA/OCJ (X2 Posts)
          Grahamstown High Court Ref No: 2021/60CA/OCJ (X2 Posts)
          Port Elizabeth High Court Ref No: 2021/61CA/OCJ (X2 Posts)
          Mthatha High Court Ref No: 2021/62CA/OCJ (X2 Posts)
          Free State High Court Ref No: 2021/63CA/OCJ (X2 Posts)
          Johannesburg High Court Ref No: 2021/64CA/OCJ (X3 Posts)
          Labour And Labour Appeals Court - Johannesburg Ref No: 2021/65CA/OCJ (X2 Posts)
          Land Claims Court - Randburg Ref No: 2021/66CA/OCJ (X2 Posts)
          Pretoria High Court Ref No: 2021/67CA/OCJ (X3 Posts)
          Durban High Court Ref No: 2021/68CA/OCJ (X2 Posts)
          Pietermaritzburg High Court Ref No: 2021/69CA/OCJ (X2 Posts)
          Durban Labour Court Ref No: 2021/70CA/OCJ (X2 Posts)
          Polokwane High Court Ref No: 2021/71CA/OCJ (2 Posts)
          Thohoyandou High Court Ref No: 2021/72CA/OCJ (X2 Posts)
          Mbombela High Court Ref No: 2021/73CA/OCJ (X2 Posts)
          Middelburg High Court Ref No: 2021/74CA/OCJ (2 Posts)
          Mmabatho High Court Ref No: 2021/75CA/OCJ (X2 Posts)
          Western Cape High Court Ref No: 2021/76CA/OCJ (X2 Posts)
          Western Cape Labour Court Ref No: 2021/77CA/OCJ (X2 Posts)
          Kimberley High Court Ref No: 2021/78CA/OCJ (X2 Posts)

REQUIREMENTS : A three year NOF Level 6/Degree in study field of Law (Law graduates), Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES : National Office: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
             Eastern Cape - Port Elizabeth/ Grahamstown/ Bisho/ Umtatha/ East London: Mr S Mponzo Tel No: (043) 726 5217
             Free State: Ms M Luthuli Tel No. (051) 406 8191
             Land Claims Court (Randburg)/ Johannesburg High Court / Pretoria High Court/ Labour and Labours Appeals Court - Johannesburg: Ms T Mbailekwa Tel No: (011) 335 0404
             Kwazulu-Natal/ Durban/ Pietermaritzburg: Ms L Marrie Tel No: (031) 372 3176
             Middelburg/ Mbombela: Mr V Maeko Tel No: (013) 758 0000
             Mmabatho: Mr OPS Sebapatso Tel No: (018) 397 7114
             Polokwane: Mr T Masemola Tel No. (015) 230 4000/4051/4008
             Western Cape: Ms M Baker Tel No: (021) 469 4000

POST 09/97

INTERNSHIP PROGRAMME: ADMINISTRATION (X14 POSTS)

STIPEND : R6 083 per month
CENTRE: National Office: Midrand Judicial Support Ref No: 2021/80AD/OCJ (1 Post)
          National Office: Midrand Chief Director’s Office: Court Administration Ref No: 2021/81AD/OCJ (X2 Posts)
          Mpumalanga Provincial Service Centre Ref No: 2021/82AD/OCJ (X1 Post)
          Limpopo Provincial Service Centre Ref No: 2021/83AD/OCJ (X1 Post)
          Gauteng Provincial Service Centre Ref No: 2021/84AD/OCJ (X1 Post)
          Western Cape Provincial Service Centre Ref No: 2021/85AD/OCJ (X2 Posts)
          Kwa-Zulu Natal Provincial Service Centre Ref No: 2021/86AD/OCJ (X1 Post)
          Eastern Cape Provincial Service Centre Ref No: 2021/87AD/OCJ (X1 Post)
Northern Cape Provincial Service Centre Ref No: 2021/88AD/OCJ (X1 Post)
Free State Provincial Service Centre Ref No: 2021/89AD/OCJ (X2 Posts)
North West Provincial Service Centre Ref No: 2021/90AD/OCJ (X1 Post)
Supreme Court of Appeal: Bloemfontein Ref No: 2021/91AD/OCJ (X1 Post)
Constitutional Court: Braamfontein Ref No: 2021/92AD/OCJ (X1 Post)

REQUIRED: A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Public Administration/Administration/Public Management. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES:
National Office: Ms S Tshidino Tel No: (010) 493 2500/33
Eastern Cape: Mr S Mponzo Tel No: 043 726 5217
Free State/ Supreme Court of Appeal: Bloemfontein: Ms M Luthuli Tel No. (051) 406 8191
Gauteng: Ms T Mbeleka Tel No: (011) 335 0404
Kwazulu-Natal: Ms L Marrie Tel No: (031) 372 3176
Mpumalanga: Mr V Maeko Tel No: (013) 758 0000
Polokwane: Mr T Masemola Tel No. (015) 230 4000/4051/4008
Western Cape: Ms M Baker Tel No: (021) 469 4000
North West: Mr OPS Sebapatso Tel No: (018) 397 7114
Northern Cape: Ms S Ruthven Tel No. (053) 807 2733
Constitutional Court: Braamfontein - Mr M Ngonyama Tel No: (011) 359 7590

POST 09/98
INTERNSHIP PROGRAMME: COMMUNICATION (X2 POSTS)

STIPEND: R6 083 per month
CENTRE: National Office: Ref No: 2021/93COM/OCJ

REQUIRED: A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Communications/Media Studies/Journalism/ Marketing/Internal Article Publications/ Public Relation/ Graphic Design. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES:
Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/99
INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 2021/94SCM/OCJ (X1 POST)

STIPEND: R6 083 per month
CENTRE: National Office: Midrand

REQUIRED: A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Logistics/ Procurement/ Public Management/ Supply Chain Management. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES:
Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/100
INTERNSHIP PROGRAMME: SOUTH AFRICAN JUDICIAL EDUCATION INSTITUTE (X3 POSTS)

STIPEND: R6 083 per month
CENTRE: National Office: Midrand – Research Ref No. 2021/95LS/OCJ (X1 Post)
National Office: Midrand – E-Learning Ref No. 2021/96LS/OCJ (X1 Post)

REQUIRED: Research - A three-year NQF Level 6/Degree in study field of Law (Law graduates).
E-Learning - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in the field of ICT. Judicial Education - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Training Management/ Administration/ Events Management. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES:
Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/101
INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (X6 POSTS)

STIPEND: R6 083 per month
CENTRE: National Office: Midrand - Capacity and Organisational Development Ref No: 2021/97HRM/OCJ (X2 Posts)
National Office: Midrand - Human Resources Practices Ref No: 2021/98HRM/OCJ (X2 Posts)
National Office: Midrand – Employee Relations Ref No: 2021/99HRM/OCJ (X1 Post)
National Office: Midrand – Employment Equity Ref No: 2021/79HRM/OCJ (X1 Post)

REQUIREMENTS: Capacity and Organisational Development - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Organisational Design/ Management Services/ Industrial Engineering/ Operations/Production Management/ Industrial Psychology/ Human Resources Practices - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Human Resource Management/ Public Management Employee Relations - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Labour Relations/ Social Studies / Labour Law/ LLB. Skills and Competencies: Good communication skills (written and verbal) and time management skills. Employment Equity: A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Human Resource Management/ Public Management /Informatics. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/102: INTERNSHIP PROGRAMME: FACILITY AND SECURITY MANAGEMENT (X2 POSTS)

STIPEND: R6 083 per month
CENTRE: National Office: Midrand – Facility Management Ref No: 2021/100FSM/OCJ (x1 Post)
National Office: Midrand – Security Management Ref No: 2021/101FSM/OCJ (x1 Post)

REQUIREMENTS: Facility Management - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Facilities Management/ Facilities Maintenance Management. Security Management - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Security Management/ Policing/ Correctional Services Management. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST 09/103: INTERNSHIP PROGRAMME, INTERNAL AUDITING/ RISK MANAGEMENT (X3 POSTS)

STIPEND: R6 083 per month
CENTRE: National Office: Midrand - Internal Audit Ref No: 2021/102AUD/OCJ (x1 Post)
National Office: Midrand - Risk Management Ref No: 2021/103AUD/OCJ (x2 Posts)

REQUIREMENTS: Internal Audit - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Internal Auditing. Risk Management - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Risk Management Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES: Ms S Tshidino Tel No: (010) 493 2500/33

POST 09/104: INTERNSHIP PROGRAMME, STRATEGY AND SERVICE DELIVERY PLANNING AND MONITORING AND EVALUATION (X2 POSTS)

STIPEND: R6 083 per month
CENTRE: National Office: Midrand Strategy and Service Delivery Planning Ref No: 2021/104STR/OCJ (X1 Post)
National Office: Midrand Monitoring and Evaluation Ref No: 2021/105STR/OCJ (X1 Post)

REQUIREMENTS: Public Administration/ Administration/ Commerce/ Strategic Management and Planning/ Developmental Studies/ Social Science. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES: Ms S Tshidino Tel No: (010) 493 2500/33

POST 09/105: INTERNSHIP PROGRAMME: INSTITUTIONAL SECRETARIAT REF NO: 2021/107ISS/OCJ (X1 POST)

STIPEND: R6 083 per month
CENTRE: National Office: Midrand

REQUIREMENTS: A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master’s Degree in Office Management/Information Management and Technology/Public/Business Administration/ Management Assistant. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
POST 09/106: INTERNSHIP PROGRAMME, INFORMATION COMMUNICATIONS TECHNOLOGY (X12 POSTS)

STIPEND: R6 083 per month

CENTRE:
- National Office: Midrand ICT (Support) Ref No: 2021/108ICT/OCJ (X1 Post)
- National Office: Midrand ICT (Office Administration) Ref No: 2021/109ICT/OCJ (X2 Posts)
- Port Elizabeth High Court Ref No: 2021/111ICT/OCJ (X1 Post)
- Mthatha High Court Ref No: 2021/111ICT/OCJ (X1 Post)
- Johannesburg High Court Ref No: 2021/112ICT/OCJ (X1 Post)
- Pretoria High Court Ref No: 2021/113ICT/OCJ (X1 Post)
- Thohoyandou High Court Ref No: 2021/114ICT/OCJ (X1 Post)
- Mpumalanga High Court - Mbombela Ref No: 2021/115ICT/OCJ (X1 Post)
- North West High Court Ref No: 2021/116ICT/OCJ (X1 Post)
- Kimberley High Court Ref No: 2021/117ICT/OCJ (X1 Post)
- Supreme Court of Appeal: Bloemfontein Ref No: 2021/118ICT/OCJ (X1 Post)

REQUIREMENTS:
- A three-year National Diploma (NQF Level 6) / A Degree / Honours / Master’s Degree in the field of ICT. Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES:
- National Office - Ms S Tshidino Tel No: (010) 493 2500/33
- Port Elizabeth/ Mthatha: Mr S Mponzo Tel No: 043 726 5217
- Supreme Court of Appeal: Bloemfontein: Ms M Luthuli Tel No. (051) 406 8191
- Johannesburg / Pretoria: Ms T Mbalekwa Tel No: (011) 335 0404
- Mbombela: Mr V Maeko Tel No: (013) 758 0000
- Mmabatho: Mr OPS Sebapatso Tel No: (018) 397 7114
- Thohoyandou: Mr T Masemola Tel No: (015) 230 4000/4051/4008
- Kimberley: Ms S Ruthven Tel No: (053) 807 2733
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

Closing Date: 26 March 2021 @ 16:30

Website: www.dpme.gov.za

Note: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by certified copies of all qualifications, Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered.

Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ the successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new ZB3 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.
MANAGEMENT ECHELON

POST 09/107 : CHIEF DIRECTOR: LOCAL GOVERNMENT & HUMAN SETTLEMENTS REF NO: 007/2021
Chief Directorate: Local Government & Human Settlements

SALARY : R1 251 183 per annum (Level 14) (all-inclusive salary package). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE : Pretoria

REQUIREMENTS : A relevant qualification (NQF level 7) as recognised by SAQA in the Build Environment, Local Government, Human Settlements, Economics, Development Planning or equivalent. A post-graduate qualification (NQF level 8) will be an added advantage. A valid driver’s licence. Minimum of 10 years’ experience in the areas of Local Government & Human Settlements with at least 5 years proven experience as a member of the Senior Management Service (SMS) in the Public Service or equivalent. Demonstrable leadership acumen. Extensive knowledge and experience in planning, policy formulation and analysis as well as monitoring and evaluation in the Local Government & Human Settlements sectors is a key requirement. Deep understanding of key local government and human settlement, governance, legislation and regulatory frameworks as well as the policy imperatives of government, including relevant public sector prescripts. Strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management & leadership capabilities. A thorough understanding of the policy and administrative processes of Government. Well-developed innovation and organisational abilities. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel on a regular basis. Knowledge & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. The ability to successfully operate at high level in government. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

DUTIES : The incumbent of the post will be responsible for managing, developing, reviewing and supporting detailed planning, implementation, Monitoring & evaluation of the Medium-Term Strategic Framework (MTSF) and National Development Plan (NDP) with regard to but not limited to basic service delivery, human settlement development and governance in Local Government and Human Settlements. Managing and coordinating sector specific research. Monitoring and evaluating the implementation of set priorities and targets and formulating intervention strategies in consultation with relevant stakeholders. Providing technical advice and support to political principals and other governance structures and bodies. Manage the maintenance and implementation of the Local Government Management Improvement Model (LGMIM). Fulfil the Chief Directorate’s statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient operational plan and annual performance plan for the Chief Directorate. Ensuring of effective and efficient management of procurement, equipment and facilities within the Chief Directorate and ensuring of sound corporate governance mechanisms for the Chief Directorate.

ENQUIRIES : Ms S Mbeleki Tel No: (012)312-0451

OTHER POST

POST 09/108 : DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 008/2021
(4-Year Fixed Term Contract)
Sub-Directorate: Management Accounting

SALARY : R733 257 per annum (Level 11) (all-inclusive salary package)

CENTRE : Pretoria
REQUIREMENTS: A 3-year tertiary qualification (NQF 07) in Financial Management or equivalent with at least 6 years appropriate experience of which 3 years must be in Management Accounting and 3 years at Junior Management/ASD level or equivalent. An NQF 08 qualification and/or specialised training will serve as an added advantage. Knowledge & Skills: Good understanding of Government Systems and Operations and the PFMA. Must have people management and empowerment skills. Programme/Project and Financial management skills. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Financial/Statistical analysis skills. A sound knowledge of Microsoft Office applications (MS Excel and Access are essential) and report writing skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES: The successful incumbent will be responsible to manage the Sub-directorate: Management Accounting, develop, review and implement financial management systems and procedures on planning, budgeting and reporting. This entails managing the functions of financial planning, budgeting and reporting. Manage, review, analyse and quality assure the budget preparation process. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting and reporting work as required. Manage the roll-over, adjustment estimates and virement processes. Monitoring/recommending of the Sub-Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, National Treasury Prescripts, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Sub-Directorate. Ensure effective and efficient business/operational/performance and annual performance planning for the Sub-Directorate and ensure effective and efficient management/supervision of procurement, equipment and facilities within the Sub-Directorate in a supportive role.

ENQUIRIES: Ms J Mchunu Tel No: (012) 312-0462
APPLICATIONS: Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Cnr Pretorius & Banklane Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.

CLOSING DATE: 26 March 2021

NOTE: Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant’s ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

OTHER POST

POST 09/109: MESSENGER REF NO: NC01/03/2021 (X1 POST) Office of the Deputy National Commissioner: Support Services

SALARY: R102 534 per annum (Level 02)

CENTRE: Head Office

REQUIREMENTS: Applicants must display competency in the post-specific functions of the post; A Grade 10 qualification as well as a valid light vehicle driver’s license will serve as an advantage Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Be proficient in at least two official languages, of which one must be English; Must be a SA citizen*Must have no previous criminal convictions or criminal cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES: Keep register of documentations received and delivered properly on a daily basis. Make photocopies of documents collected and delivered on a daily basis. Fetch and deliver post. Keep record of circulars received and posted. Maintain the administration of human, financial and logistical resources allocated to the post.

ENQUIRIES: can be directed to Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 3058/ 4273/ 4501 /3461.
DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)

CLOSING DATE: 26 March 2021 at 16:30 (Late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form (kindly use the revised Z83 form that came into effect in 2021), accompanied by all required copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

OTHER POSTS

POST 09/110: ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER: OFFICE OF THE MINISTER REF NO: DT04/2021

SALARY: R733 257 per annum (All-inclusive remuneration package consisting of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE: Pretoria


DUTIES: The successful candidate will be responsible for developing, implementing and maintaining systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority; compiling correspondence, submissions and cabinet memoranda as required; studying, editing and commenting on submissions to be submitted to the executive authority for consideration; managing the procurement and maintenance of equipment and administering the budget in the office of the executive authority; managing logistical support in the office of the executive authority; developing, implementing and maintaining a filing system for the office of the executive authority; ensuring that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification; briefing the Chief of Staff on matters with regard to the executive authority’s portfolio on the agenda of Cabinet/executive council; liaising with senior management in the institutions within the executive authority’s portfolio; co-ordinating the activities of the executive authority’s office; managing the distribution of memoranda to Cabinet/executive council members; managing the distribution of documents and submissions to the relevant legislature and standing/portfolio committees; keeping record of decisions of Cabinet/executive council and alerting the Chief of Staff and executive authority of actions to be taken and due dates; general supervision of employees in the office of the executive authority; quality control of the work delivered by supervisees; advising supervisees with regard to all aspects of the work; serving as the formal disciplinary authority with regard to supervisees; ensuring that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES: Mr P Tshabane Tel No: (012) 444 6195 / Mr T Koena Tel No: (012) 444 6154
**POST 09/111** : PARLIAMENTARY AND CABINET SUPPORT OFFICER: OFFICE OF THE MINISTER REF NO: DT05/2021

**SALARY** : R733 257 per annum (All-inclusive remuneration package consisting of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE** : Pretoria


**DUTIES** : The successful candidate will be responsible for monitoring events in Parliament to identify matters that have a bearing on the portfolio of the Minister including perusing documents like Hansard speeches, minutes of portfolio and standing committees and monitoring meetings of legislative structures to identify matters that have a bearing on the portfolio of the Minister; monitoring events in Cabinet and clusters to identify matters that have a bearing on the portfolio of the Minister; rendering an efficient and effective parliamentary service by facilitating timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament and ensuring departmental representation in parliamentary events, ensuring that draft bills emanating from the portfolio of the Minister are gazetted and tabled, providing advice and support in terms of policy and procedure to the department in respect of key parliamentary events like the tabling of plans, reports and the budget vote of the Minister; co-ordinating and controlling movements between the Pretoria and Cape Town offices for Parliamentary sessions; ensure that relevant Public Service and departmental prescripts/policies and other documents are correctly applied in the provision of support to the Minister.

**ENQUIRIES** : Mr P Tshabane Tel No: (012) 444 6195 / Mr T Koena Tel No: (012) 444 6154
DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department’s intention to promote equity (race, gender and disability) through the filling of these positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 09 April 2021

NOTE : The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID and copies of qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Candidates may be required to undergo a competency assessment. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

OTHER POSTS

POST 09/112 : DEPUTY DIRECTOR: SECURITY SERVICES & OHS REF NO: 2021/06
(12 Months Contract)

SALARY : R733 257 per annum. (An all-inclusive remuneration package) The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria


DUTIES : The successful candidate will perform the following duties: Manage and implement physical Security procedures standards; Manage and implement occupational health and safety policy and operations; Conduct and facilitate OHS and Security awareness campaigns; Manage and monitor in-house and external security services. Records management.

ENQUIRIES : Mr OM Aphane Tel No: (012) 336 5856

APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email at DTARecruitment@copta.gov.za

FOR ATTENTION : Director: Human Resource Management

POST 09/113 : ASSISTANT DIRECTOR: RECORDS & FACILITIES MANAGEMENT REF NO: 2021/07

SALARY : R376 596 per annum

CENTRE : Pretoria

REQUIREMENTS : A 3-year National Diploma or Degree in Archives and Records Management, Information Management, Public Management or equivalent qualification (NQF level 6/7) plus 3-5 years’ experience in records and/or facilities management field. A valid driver’s license. General competencies: Planning & organising, Coordination, Problem solving & decision making, Project Management, People management & Empowerment, Client orientation and customer focus, Team leadership, Diversity management, Communication (verbal and written) Technical competencies: In-depth knowledge of Regulations of the National Archives and Records Services of South Africa Act and related records management processes,
National Minimum Information Requirement, Archives standards and procedures, PFMA.

**DUTIES**: The successful candidate will perform the following duties: Develop, implement and maintain policies, procedures and manuals related to the management of records. Develop records filing system. Manage department's registry services. Coordinate records management services of the department. Coordinate facilities management services. Coordinate auxiliary support services.

**ENQUIRIES**: Mr OM Apane Tel No: (012) 336 5856

**APPLICATIONS**: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail at DTARecruitment@cogta.gov.za

**FOR ATTENTION**: Director: Human Resource Management
ERRATUM: kindly note that the posts of Store Assistant (Pharmacy) (X3 Posts) with Ref No: CHBAH 390 and Laundry Worker (Linen Depo) (X1 Post) with Ref No: CHBAH 391 (For Chris Hani Baragwanath Academic Hospital) advertised in Public Service Vacancy Circular No 07 dated 26 February 2021 was advertised with the incorrect salary level and notches. The salary level of the posts has been amended as follows: Laundry Worker (Linen Depo) salary level 02 Notch R102 534 per annum and Store Assistant salary level 02 Notch R102 534 per annum. Applicants who previously applied are encourage to re-apply. The closing date has been extended to 09 April 2021. It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

OTHER POSTS

**POST 09/114**: CLINICAL MANAGER (MEDICAL) GRADE1 REF NO: EHD2021/03/11 (X1 POST)

Directorate: Clinical Forensic Medical Services

Re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

**SALARY**

Grade 1: R1 173 900 – R1 302 849 per annum (all inclusive – remunerative package)

**CENTRE**

Ekurhuleni Health District

**REQUIREMENTS**

MBChB Degree or MD. Equivalent. Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 4 years’ appropriate experience as an Independent Medical Officer after registration with the HPCSA as Medical Practitioner. Computer literacy (MS Word, Excel, PowerPoint, Microsoft Teams; Zoom) etc. Communication (written and Verbal), Applicant must be in a possession of a valid South African Driver’s license is essential. Sound Knowledge of Clinical Forensic Medical Services Legislations and related Legal and Ethical Practices; PFMA and Public Service Act and Regulations. Good interpersonal Relation, IT, Financial and human resource management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Sound clinical knowledge and experience in the Clinical Forensic Medical Services. Experience and or a Diploma in Clinical Forensic Medical Services will be an advantage. Ability to work with Clinical Forensic Medical Services Multidisciplinary Team and intersectoral partners relevant to the provision of holistic Clinical Forensic Medical Services. Willingness to manage, train and supervise Clinicians within the District. Willingness to give evidence in court as an Expert / State witness for patients seen or for Clinicians who are no more working in the District if needed by the Magistrate or Judge.

**DUTIES**

The overall Coordinator / Manager of the Ekurhuleni Clinical Forensic Medical Services. To assist in the management of Commuted Overtime for Doctors in Ekurhuleni CFMS. To assist in the management of Full Time and Sessional District CFMS Clinicians. To coordinate Clinical Forensic Medical Services according to policies and regulations. To provide support for effective and efficient medical service delivery within PHC. To participate in organizing the CME programme for Clinicians within the District. To manage complaints within the Unit and advice the District Management accordingly. To supervise and coordinate the 24 hours clinical forensic Medical Services. To involve in recruitment and placement of Staff within Ekurhuleni District. To provide access to skills development and capacity building opportunities. To work collaboratively in solving problems and generate solutions to common problems within the Department that may be impacting on the performance of the incumbent. To assist the Development of Clinical Care and Guidelines, Protocols and SOP’s and monitor the implementation thereof. To conduct the patients file and patients J88 audit. To maintain the Thuthuzela Care Centre (TCC) status of the two Facilities. Participate in the provision of optimal mental health care at PHC services in the Community Health Centers, clinics and District/Regional hospitals. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Assist the District Psychiatrist and Head of Clinical Unit in supervising medical officers and nurses. Assist facilities in ensuring that they have adequate and correct medication for service users. Support the training and the CPD/CME activities for
medical officers, nurses, intern, community services doctors and intersectoral partners in the district. Assist the Head of Clinical unit in the development of clinical care and guidelines, protocols and SOP's and monitor the implementation thereof.

ENQUIRIES
: Dr M.E Tipoy Tel No: (011) 876-1777/ (011) 876-1802

APPLICATIONS
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE
: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE
: 26 March 2021

POST 09/115
: DENTAL SPECIALIST/SENIOR LECTURER GRADE 1/2/3
Directorate: Prosthodontics

SALARY
: R1 106 040 – R1 834 890 per annum (All-inclusive package)

CENTRE
: University of Pretoria Oral Health Centre

REQUIREMENTS
: MChD or an MDent in Prosthodontics, registration with HPCSA as a prosthodontist. Candidates must have experience of teaching and training of undergraduate and postgraduate in both crown and bridge work and removable prosthodontics. Experience with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. A record of research in the field. Experience in management and administration. Recommendations: Any additional qualifications current study and supervision of research projects will be advantageous.

DUTIES
: The successful candidate will be expected to carry out clinical and didactic teaching of Undergraduate and postgraduate students in fixed and removable prosthodontics, be the course coordinator of a selected year’s programme as dictated by departmental needs. This will involve preparation of lecture schedules, lecturing, participating in on line interactive teaching and learning, setting and marking test, providing remediation, conducting continuous assessment, taking part in partial denture design tutorials, rendering of treatment to patients, administrative duties and undertaking own research.

ENQUIRIES
: Prof LM Sykes Tel No: (012) 319 2681

APPLICATIONS
: Quoting the relevant reference number. Direct applications to Mrs. I Prinsloo, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001.

NOTE
: Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration with HPCSA and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE
: 26 March 2021

POST 09/116
: MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 21/2021
Directorate: Orthopaedics

SALARY
: R1 106 040 per annum plus benefits

CENTRE
: Steve Biko Academic Hospital

REQUIREMENTS
: Qualifications as a medical specialist. Registered at HPCSA as a Specialist.

DUTIES
: Provide and/or supervise clinical care of orthopedic patients at a level of appropriate to the service platform. Teach and examine pre-graduate students in appropriate aspects, teach and supervise post graduate students in orthopaedics. Initiate and participate in research activities and publications accordance with
faculty plans. Manage and perform required administrative academic duties in support of and coordinate with the Head of Department. Render after hours’ clinical services as required.

ENQUIRIES: Prof. MV Ngcelwane Tel No: (012) 354 2851
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 30 March 2021
POST 09/117: PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: SBAH 22/2021
Directorate: Psychiatry
SALARY: R1 025 316 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Registration with the HPCSA as a Clinical Psychologist. A minimum of five years’ working experience as a Clinical Psychologist. Good report writing skills, multilingualism, and the ability to communicate with children. Experience in a Psychiatric hospital will be an advantage.
DUTIES: Perform clinical and administrative duties as required by the service delivery needs of the department. Perform service delivery for children in-patients, and out-patients. Consult liaison for adult patients as required. Must be able to oversee the smooth running for both the adult and children in the psychology section. Will be part of the Employee Health and wellness program.
ENQUIRIES: Ms. LA Nkosi Tel No: (012) 354 1181
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 30 March 2021
POST 09/118: DEPUTY MANAGER NURSING REF NO: DMN/01/2021 (X1 POST)
Directorate: Nursing
SALARY: R843 618 – R949 482 per annual
CENTRE: Thelle Mogoerane Regional Hospital
REQUIREMENTS: A basic qualification accredited with the SANC in terms of Government Notice R425 (i.e Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Degree qualification in Nursing Administration and Nursing Education. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Applicants are expected to submit a certified copy of their current SANC Annual Practicing Certificate. Applicant must be in possession of a valid South African driver’s license, must be able to work under pressure. Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17. Knowledge and skills: have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resources management skills. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Understanding of Performance Management and Development System. Understanding of Strategic Planning. Knowledge of PFMA and Treasury Regulations. Understanding the Application of Batho Pele Principles, Patient’s Rights Charter and Quality Assurance system. Understanding of managing workplace discipline, well developed communication, presentation, negotiations and research skills. Understanding of hospital indicators.
DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through 88 proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and
professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full-time technical and management support to district and institutions. Implement Batho Pele Principles, Patient’s Rights Charter and Quality Assurance programme. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital’s quality assurance and quality improvement activities. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery. Knowledge of monitoring and evaluation or health care indicators for improved outcomes.

ENQUIRIES: Dr. M.M. Malaka Tel No: (011) 891 7318
APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 26 March 2021
POST 09/119: DEPUTY MANAGER NURSING (LEVEL 1 & 2) REF NO: EHD2021/03/12
Directorate: Health Programmes
Re-advertisement: Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

SALARY: R843 618 per annum (all inclusive remuneration package)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least years of the period referred to above must be appropriate/recognizable experience at management level. Current proof of SANC receipt. Qualification in nursing admin or health care system management would be an added advantage, skills, training and competencies required: Knowledge of relevant legislative framework governing the public service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication and writing skills. Good human relations. Leadership and Management skills. Problem analysis and decision making skills. Demonstrate basic understanding of Human Resource and Financial policies and practices. Demonstrate computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper implementation of health programmes in the District. Driver’s license is essential. Experience in PHC services is essential.

DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of health programmes within the District. Provide professional, technical and management support for the provision of quality patient care through proper management of health programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies,
programmes, regulations, practices, procedures and standards pertaining to implementation of health programmes in the District. Establish, maintain, and participate in inter professional and multi-disciplinary teamwork that promotes efficient and effective implementation of health programmes across all settings. Ensure effective management, supervision and utilization of human and material resources. Supervise and support all Health Programmes (Youth, Communicable and Non-communicable, Environmental Health, Mother Child Women Health, Health promotion, Nutrition, EPI and COVID-19). Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of disciplinary and grievance matters. Evaluate and monitor compliance with clinical adherence to National Core standards.

ENQUIRIES: Ms. E. Mashego Tel No: (011) 876 -1814
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 March 2021

POST 09/120 : PHARMACIST GRADE 1 – GRADE 3 REF NO: EHD2021/03/13 (X2 POSTS)
Directorate: Pharmacy
Re- Advertisement: Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

SALARY: Grade 1: R693 372 – R735 918 per annum (inclusive remunerative package)
Grade 2: R751 026 – R797 109 per annum (inclusive remunerative package)
Grade3: R821 205 - R871 590 per annum (inclusive remunerative package)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist. Current proof of current registration with SAPC. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC. Grade 2: At least 5 years, but less than 13 years, relevant experience as a Pharmacist Grade 3: 13 years and more relevant experience as a Pharmacist.

DUTIES: Assist management with overall budget and expenditure monitoring. Monitor ordering patterns. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Ensure registration of selected facilities as Pharmacies with SAPC and be registered as responsible pharmacist with the relevant statutory body. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms. T. Burisch Tel No: (011) 878 - 8500
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1995. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

POST 09/121 : ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD 2021/03/14
Directorate: Primary Health Care

SALARY : R614 991 - R692 166 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Jabulane Dumane CHC)
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care) or (Advanced Midwifery and Neonatal). At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver’s license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.

DUTIES : Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms N.E Ndou Tel No: (011)878 8540
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

POST 09/122 : ASSISTANT MANAGER NURSING: SPECIALITY OPERATING THEATRE REF NO: SBAH 24/2021
Directorate: Nursing

SALARY : R614 991 per annum (PN-B4) plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government 425, i.e diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant
specialty. Degree/diploma in Nursing Management. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Operating Theatre Nursing Science. At Least 3 years of the period referred to above must be recognizable experience at management level at a Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver’s license. Service certificate compulsory. South African Nursing Council annual practicing certificate. Computer literacy.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES : Mrs. AM Mowayo Tel No: (012) 354 1300
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 30 March 2021

POST 09/123 : OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2021/03/15
Directorate: PHC
SALARY : R562 800 – R633 432 per annum
CENTRE : Esangweni CHC (NSDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES : Ms T.T Zamisa Tel No: (011) 565 – 5160
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept
that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

POST 09/124 : ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY) REF NO: AM-TMRH-01

Directorate: Nursing

SALARY : R562 800 – R652 437 per annum plus benefits

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 12 (Standard 10). A basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A diploma/ degree in Nursing management/ Administration is required. A proof of current registration with the SANC as a Professional Nurse and Midwife. A minimum of Eight (08) years Appropriate/recognizable experience after registration with SANC as a Professional Nurse and Midwife. Three (3) years of experience must be relevant experience at a management level in a public hospital environment. Night duty experience as Operational Manger and experience in Quality Assurance will be added advantage. Knowledge and competencies: Supervisory, problem solving, conflict resolution and interpersonal skills. Good leadership and communication skills. Knowledge of nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies. Ability to plan, organize, lead and co-ordinate quality health services in the department. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Knowledge of Gauteng department of health service delivery challenges, goals and objectives as stated in the annual performance plan.

DUTIES : Sustain effective management of quality nursing service. Co-ordinate optimal, holistic general and specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards, self-development and mentoring of Operational Managers. Maintain & manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOPs and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in Collation and consolidation of Midnight statistics. Support the Department of Health Strategic Objectives of quality patient care at night. Compile evidence based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff working night duty. Implement SOPs for the nursing and Hospital SOPs and maintain evidence based practice. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction surveys at night. Random nursing records audits to improve rendering of safe and evidence based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care at night. Monitor the flow of patients from emergency units and provide informed directives for continuity of care without delays. Immediate resolution of patients and public complaints and keep records of all detailed complaints and interventions. Implement complaints and patient safety incidents guidelines at night.

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

ENQUIRIES : Mr M.T.K. Zondi Tel No: (011) 891 7299

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the
required documents will result in the application not being considered. Proof of experience should be attached. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. Theile Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**: 26 March 2021

**POST 09/125**: ASSISTANT MANAGER NURSING REF NO: STDH/00033 (X1 POST)

Directorate: Nursing

(Re-Advertisement)

**SALARY**: R562 800 – R652 437 per annum plus benefits

**CENTRE**: Sizwe Tropical Disease Hospital

**REQUIREMENTS**: Grade 12/Standard 10. Basic Qualification in terms of Government Notice 425 i.e. Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC. Minimum of eight (8) years recognized experience in general Nursing after registration with SANC as a professional Nurse. At least 3 years of the period referred to the above must be recognizable experience at management level. Experience in quality improvement of clinical services and Quality Assurance environment. Qualification /certificate in Quality Management will be an added advantage. Strategic planning, project management, policy analysis and development, financial management. Computer literacy. A valid Driver’s license. Comprehensive knowledge and understanding of National Health Act, Norms and Standards, Ideal Clinic Systems, Quality Assurance Framework, Accreditation and Certification Systems, Infection Prevention Control standards and Assessment Methods. Quality Assurance and Quality Improvement Initiatives, Health Information System’s and Indicator Development, Relevant legislation, Risk Management. Conceptual, analytical and creative thinking, evidence-based report writing. Exceptional analytical and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders.

**DUTIES**: Ensure quality in the institution including undertaking quality improvement activities. Develop strategies/ plans, provide leadership in the development of quality improvement plans and Standard Operating Procedures (SOP). Provide strategic leadership for the Quality Directorate in the institution towards the realization of the set strategic goals and objectives. Coordinates, investigation, management and reporting of complaints and patients Safety Incidences in the institution. Ensure compliance to IHRM in the institution and implementation thereof. Participate in Ethics committee and facilitate trainings on Quality assurance and professional code of conduct. Participate clinical audit. Serve on institutional committee for selected institutional clinical audit projects, PSI, DPOS and PEC. Coordinate provision of and compliance to National and Provincial Clinical Guidelines. Provide initiative to improve Clients satisfaction, Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to Quality Improvement Plans and SOP’s. Collate and analyze data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information systems to manage Quality Assurance and improve service delivery. Support the institution efforts towards reducing the transmission of COVID -19. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service Excellence Awards for the institution. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in clinical areas and compliance with Norms and Standards. Participate in some Hospital committees as delegated.

**ENQUIRIES**: Ms BM Rikhotso Tel No: (011) 531 – 4304/ 4302
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE: To be submitted on a NEW completed and signed Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 29 March 2021

POST 09/126: OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 392 (X2 POSTS)

Directorate: Internal medicine

SALARY: R562 800 per annum

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Critical Care Nursing Science. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point), Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

ENQUIRIES: Mr NB Mulaudzi Tel No: (011) 933 0134/9779

APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be
accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 09 April 2021

POST 09/127 : OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 393 (X3 POSTS)

Directorate: Paediatrics

SALARY : R562 800 per annum

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Paediatric Nursing Science. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills:Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Implement nursing legislation nursing related regulations within the framework. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical

ENQUIRIES: Mr NB Mulaudzi Tel No: (011) 933 0134/9779
APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY), Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE: 09 April 2021

POST 09/128: CHIEF CLINICAL TECHNOLOGIST GRADE 1-2 REF NO: SBAH 23/2020
Directorate: Critical care

SALARY: R466 119 - R532 959 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: B-Tec in Clinical Technology- Specialized Category in Critical Care. Registration with HPCSA as Clinical Technologist-Specialized Category Critical care. Grade 1: minimum of 3 years’ relevant experience in supervisory position after registration with the HPCSA as Clinical Technologist in Critical care. Grade 2: minimum of 10 years’ relevant experience in supervisory position after registration with the HPCSA Clinical Technology in respect of SA qualified employees. Competencies (knowledge/skills): professional person with leader qualities, integrity and ability to perform under pressure, independently and in a team. Self -driven and results orientated. Good communication, report writing, presentation and interpersonal skills, computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.

DUTIES: Provision of specialized Critical Care diagnostic and investigative services within the Critical Care Unit and according to SBAH’s protocols i.e Mechanical Ventilation, ROTEM, Cellsaving, Administration of Nitric Oxide etc. willing to learn and perform new procedures. Maintain good infection control. Order stock and manage. Schedule staff daily to performing all procedures. Engage in continuous professional Development.

ENQUIRIES : Mr. AM Khomo Tel No: (012) 354 4151
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 30 March 2021

POST 09/129: CONTROL ENGINEERING TECHNICIAN REF NO: CHBAH: 394 (X1 POST)

Directorate: Supply Chain Management

SALARY: R446 202 – R510 189 per annum (all-inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: A degree/National diploma in Engineering or relevant qualification. Registration with Engineering council of South Africa (ECSA). Six (6) years post qualification technical Engineering experience of which 3 years is on supervisory level. Valid driver’s license. Be a member of Clinical Engineering Association of South Africa (CEASA). High level of computer literacy and sound knowledge of Microsoft Office suite of applications is essential. Excellent written and verbal communication skill. Ability to work under pressure and deliver on tight deadlines. Customer care service-oriented skills. Conflict management skills, Knowledge of grievance and disciplinary procedures, reports writing skills.

DUTIES: Manage and Maintain medical equipment at CHBAH as per the manufacturer’s specifications and Health Technology. Manage and Maintain the medical equipment installed base including Demo and Loan Units Plan and Execute timely equipment services to comply with the manufacturer’s specifications and ensure that the correct service intervals are adhered to Create and maintain a service history database of all service, maintenance and repairs on all medical equipment to ensure that only economically viable equipment is maintained and repaired. Oversee Biomedical technicians and other maintenance staff. Oversee medical equipment contracts and monitor and record turnaround times. Ensure results of all maintenance (reactive and preventive maintenance) are captured accurately on the hospital systems, these entries should include spares used, labour involved, associated costs, tasks performed, actions taken and persons/suppliers involved in accordance with the hospital’s Guidelines and Technical Requirements. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installations on all medical equipment where you have received factory training. Coordinate the utilization of technical and financial resources Financial control through proper budgeting and control of outsourced services. Use test equipment to perform inspections and diagnosis equipment failure and be able to differentiate between operational and technical problems. Acceptance of Service Certificates to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready for use. Ensure commissioning and installation tests are performed prior to acceptance of new, demo and or loan equipment and maintain the necessary documentation. Compile yearly budgets per month for scheduled service and maintenance of equipment. Compile medical equipment replacement schedule and obtain approval from SCM and or Medical Equipment Committee. Conduct six monthly equipment audits to ensure database accuracy and keep an accurate record thereof. Compile weekly, monthly and yearly reports and submit to management. Be available for overtime and be on standby as and when required. Management of staff development and overall supervision. Conduct in-service training and, PMDS. Conflict resolution. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

ENQUIRIES: Ms. T.T. Ravele Tel No: (011) 933 0537

APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualifications from College or University including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.
CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 09 April 2021

**POST 09/130**: MIDDLE MANAGER: ADMINISTRATION REF NO: CHBAH 395 (X1 POST)

Directorate: Logistics (Laundry)

**SALARY**: R376 596 - R454 920 per annum (Level 09) (Plus Benefits)

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**: Grade 12 or equivalent qualification and National Diploma/Degree or equivalent qualification in Public Administration / Management or Business Administration or Production Management with five (5) years’ experience on a supervisory level. Computer literacy (Microsoft Office Suite e.g. Ms Word, Ms Excel and Ms PowerPoint). Experience in laundry services will be advantageous. Must have excellent presentation skills, experience in dealing with the public, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good interpersonal skills. Basic skills in report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and other relevant procurement, finance and human resource legislation. Experience in training and development plus performance management and development system (PMDS). Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**: Manage the entire Laundry service function. Manage human resources, finance and procurement with relevant prescripts to improve the laundry service in the following areas: The laundry service production functioning i.e. inbound and outbound production, budget and financial Accounting, Procurement and Stock Management Function, Facility and Assets Management. Manage and supervise human resource functions and ensure compliance with relevant prescripts and mandates of the Department. Compile and coordinate all required reports. Recruitment and Selection and appointment, placements, skills developing, training and development and labour Relations. Development of Staff. Manage performance development of staff. Ensure application of Batho Pele Principles and manage customer care and services. Reporting of sectional activates and collating of statistics for management analysis. Compilation and updating of weekly and monthly reports. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Perform other related duties as assigned by the manager Attend to audit queries and the implementation of the recommendations thereof. Provide training and support to direct reports in the Unit. Manage the Ideal Hospital Framework Advice management and the department on human resource development practices, procedures, guidelines and policies, etc. Adhere to timelines on projects. Monitor and evaluate policy implementation and suggest improvements. Co-ordinate and execute the training and induction of staff in the hospital. Be willing to undergo continuous training and development. Attend and run meetings and training programmes as approved and delegated by the Head of the Directorate. Perform overtime as and when required. Management of personnel performance and review thereof in the sub-division.

**ENQUIRIES**: Mr L van de Westhuizen Tel No: (011) 933 9819

**APPLICATIONS**: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YYYY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept
that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 09 April 2021

POST 09/131 : PODIATRIST GRADE 1 – GRADE 3 REF NO: EHD2021/03/16 (X1 POST)

Directorate: Rehabilitation

SALARY : Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 959 per annum (Plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver’s license is essential.

DUTIES : Render effective patient centered occupational therapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

ENQUIRIES : Ms A.E Tshivhase Tel No: (011) 876 1776

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

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CLOSING DATE : 26 March 2021

POST 09/132 : CANDIDATE ENGINEERING TECHNICIAN REF NO: CHBAH: 396 (X1 POST)
Directorate: Supply Chain Management

SALARY : R268 713 – R285 204 per annum (Level 07) (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade12, with National Diploma in Engineering or equivalent qualification. Registration with Engineering council of South Africa (ECSA) as Candidate Engineering Technician. Valid driver’s license. No previous experience required. Must be computer literacy (Ms Office). Knowledge of the acts that is governing Clinical Engineering and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle confidentially information. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Good telephone etiquette. Must be self-motivated. Ability to work under pressure and ability to process task within set deadlines. Organizing skills, analytical thinking skills, problem solving and interpersonal relationship skills. Ability to maintain discipline. Good office management skills. Ability to work independently and in a team. Must be prepared to engage in intensive labour practices.

DUTIES : Establish and maintain an accurate computerized asset management system. Generate and manage medical equipment replacement plan for all priority 1 and 2 medical equipment for the hospital. Perform first line repairs, modification and installation on equipment, utilizing the necessary test equipment, in accordance with the standard and recommendation of original equipment manufacturers (OEM) and/or governing agencies control and management of maintenance conducted by suppliers and acceptance thereof. Obtain and perform pre-acceptance inspections according emergency care research institute (ECRI) standard on new, demo, and loan equipment. Monitor and report on equipment failure trends and cycle cost. Engagement with end-users regarding functionality of equipment’s, and determine the correct specification and standard of the required equipment as per protocols.

ENQUIRIES : Ms. T.T. Ravele Tel No: (011) 933-0537
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualifications from College or University including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 09 April 2021

POST 09/133 : SOCIAL WORK GRADE 1 REF NO: SBAH 25/2021
Directorate: Social work department

SALARY : R257 592 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BA (Social Work). Valid driver’s license. Good communication skills, problem solving skills and Computer skills.

DUTIES : Render health social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could results in, or stem from, social instability in any form. Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers,
volunteers and other role players/ stakeholders. Perform all the administration functions required of the job complete daily, weekly and statistics, correspondence, compose minutes of meetings as requested and maintain physical and/or electronic records, keep up to date with new developments in the social work and social welfare fields. Social worker grade 1 will be expected to support students' social workers, and Social Auxiliary Workers. Knowledge and implementation of the supervision policy. Engage in continuous professional development activities.

**ENQUIRIES**
Ms. HL Sono Tel No: (012) 354 1522/1781

**APPLICATIONS**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**
Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**
30 March 2021

**POST 09/134**
ADMINISTRATION OFFICER REF NO: REFS/008273 (X1 POST)
Directorate: Forensic Medical Services

**SALARY**
R257 508 – R303 339 per annum (Level 07) (plus benefits)

**CENTRE**
Johannesburg FPS

**REQUIREMENTS**
Senior Certificate/ Grade 12 with 5 year’s proven relevant experience or National Diploma / Degree in Public Management /Management Assistant with at least 2 year’s relevant experience. Must be computer literate (MS Office). A valid Driving license. Knowledge and understanding of legislative frameworks governing the public services and government transformation policies. Organizational, interpersonal and Communication (writing and verbal) skills. Ability to work under pressure and meet deadlines.

**DUTIES**
Supervision of subordinates including Performance Management Development and training of staff. Manage and organize the post-mortem administration office to provide efficient and effective administrative service to all stakeholders. Routine administration, systematic organization and monitoring of case admissions and releases. Daily update of relevant registers through MS (Excel) spreadsheets to ensure that that statistic is available on a daily/weekly/ monthly basis as requested. Keep records of all unidentified and unclaimed human remains, in addition to all human remains in storage. Manage and keep records of all human remains released. Handle telephone enquiries and interaction with stakeholders such as doctors, SAPS, Funeral undertakers and families as may be required. Compile minutes and avail agendas to committee member when required. The successful candidate will be requested to provide support in HRM, Fleet and asset functions.

**ENQUIRIES**
Ms. P Mdluli Tel No: (082) 306 3016

**APPLICATIONS**
must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.

**NOTE**
Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. The department reserve the right to fill or not to fill the advertised post.

**CLOSING DATE**
26 March 2021
interpersonal relationship skills. Experience in working with community structures such as Non-Profit Organizations and NGOs. Ability to liaise with stakeholders within the District. Must have a valid code 8 or 10 driver’s license.

DUTIES: Provide support and guidance to sub-district health promotion staff for the implementation of National and Provincial priority preventative programmes. Participate in operational planning and implementation of strategies to meet sub-district objectives. Coordinate healthy lifestyle campaigns. Support the implementation of Ideal Clinics. Prepare weekly, monthly and quarterly plans and reports. Ensure quality improvement of the programmes. Coordinate the management of information, education, communication (IEC) material within their sub-district. Assist Disease Outbreak Response Team whenever necessary. Be part of engaging the community on matters relating to. Carry out other relevant duties as may be delegated by the Program Manager. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Ms. D.C Ndhleleni Tel No: (016) 950 6206

APPLICATIONS: Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, at no cost. People with disabilities are welcome to apply. Applications must be filled on a NEW Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV failure of which your application will not be considered. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

CLOSING DATE: 26 March 2021

POST 09/136: COMMUNICATION OFFICER REF NO: SDHS/2021/02/29 (X1 POST)
Directorate: Chief Director’s Office

SALARY: R257 508 – R303 339 per annum (Level 07), plus benefits
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Grade 12. An appropriate recognize three (3) year National Diploma/Degree (NQF6) in Communication, Public Relations, Journalism or Marketing. Relevant experience within the media and communication environment. A Knowledge in the communication fields of public relations, branding, marketing and media. Knowledge and application of policies governing the public service. Good communication (verbal and written), good interpersonal relations, organising and computer skills. Knowledge and experience in media relations, crisis communication management, events management, social media management and stakeholder relations. Ability to work under pressure and meet deadlines. A commitment to government objectives, policies and programmes. Must have a valid code 8 or 10 driver’s license. Must be computer literate (MS Excel and PowerPoint). Excellent time management, presentation, analytical and organizational skills. Good communication skills, verbal and non-verbal, report writing skills, negotiation, team-building, problem solving, conflict resolution) and ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organise and plan.

DUTIES: Develop and manage communication strategies and plans to implement internal and external communication systems. Plan, organize, lead, coordinate and control all Communication activities of the District in line with those of Department of Health. Develop and manage relations with District’s key stakeholders. Manage media enquiries as well as write news stories to publish to the mainstream media, District’s newsletters and contribute to the Departmental newsletter. Manage
content on social media platforms. Draft and edit media statements. Do media enquiry responses and media articles. Good understanding and knowledge of communication officer with a sound reference. Manage the Institutions events, marketing and health promotion campaigns and other communication activities in line with the departmental annual health calendar/plan. Enforcement of good behavioural attributes. Provide stakeholder relation support. Advice District Management based on information obtained from various Sources. Promote Health Programmes through promotional material. Perform any other relevant duties as delegated by the manager.

ENQUIRIES: Mr. J. Kubheka Tel No: (016) 950 6000
APPLICATIONS: Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023, Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frickie Meyer & Pasteur Blvd, HR Managers office.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, at no cost. People with disabilities are welcome to apply. Applications must be filled on a NEW Z83 form accompanied by a comprehensive CV. At least 3 references must be on a CV failure of which your application will not be considered. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

CLOSING DATE: 26 March 2021

POST 09/137: AUXILIARY WORKER REF NO: MSD2021/01/03
Directorate: Pre-pack

SALARY: R257 508 per annum (Level 07) (plus benefits)
CENTRE: Medical Supplies Depot

REQUIREMENTS: Grade 12 National Certificate, Post Basic pharmacist assistant qualification. Proof of registration with the South African pharmacy council as a Post basic pharmacist assistant. Proof of payment of the South African pharmacy council annual fees for the current financial year. An understanding of the Pharmacy Act as well as the Medicines and Related Substances Control Act. Good knowledge of the Good Pharmacy Practice (GPP), as well as the Public Management Act. Must have a minimum of five years’ experience as a Post Basic Pharmacist assistant in warehousing, stock management and distribution.

DUTIES: Supervision of staff and maintaining discipline in the unit. Assist in ensuring that all Acts, rules, regulations, instructions, procedures and policies are adhered to. Assist in ensuring that the unit complies with the GPP and SAHPRA requirements as per the Medicines and Related substances control Act. Ensure that the contracting and performance assessments of staff members are managed and done according to the schedule. Be involved in cyclic stock counts regularly. Manage time and attendance of staff members in the unit. Ensure effective Leave planning for all the staff in the unit. Planning production in the unit and supervision thereof. Collection of statistics and compiling weekly reports. Skills: Good communication (listening, writing and speaking) and Leadership skills. Team building skills are essential. Planning, organizing and delegation skills are key. Ability to work under pressure, be initiative, attention to detail, adaptability and problem-solving. Be open to learning. Professionalism.

ENQUIRIES: Ms S Khosa Tel No: (011) 628 9102
APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book. Applicants may alternatively submit by email to msd.vacancies@gauteng.gov.za.
NOTE: A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE: 26 March 2021

POST 09/138: ADMINISTRATIVE OFFICER-ASSET MANAGEMENT REF NO: EHD2021/03/17
Directorate: Corporate Services

SALARY: R257 508 – R303 339 per annum
CENTRE: Ekurhuleni Health District

REQUIREMENTS: Grade 12 with Accounting as passed subject. Knowledge of the Asset reconciliation (BAS/Asset reconciliation). Computer literacy in Ms Excel, Ms Word and Ms PowerPoint. Ability to work in a team and independently. Good planning, organization, communication skills and record keeping skills. 5 years’ experience in Asset Management. A valid driver's license is essential.

DUTIES: Compile the Bas/ Asset ware reconciliation. Keeping of records for Assets transferred, Donated and Purchased so that they can be included in the monthly reconciliation report. Record Management of circulars/ memos that are communicated on Asset Management. Management of the District Asset Register. Follow-up tasks that are sent by Asset Manager. Work on any Finance system (BAS, SAP or SRM) when required. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES: Mr S. Moloi Tel No: (011) 878 – 8550

APPLICATION: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 March 2021

POST 09/139: ADMINISTRATIVE OFFICER REF NO: EHD2021/03/18 (X1 POST)
Directorate: Primary Health Care

Re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

SALARY: R257 508 - R303 339 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (Brakpan and Benoni Clinic)

REQUIREMENTS: Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration or National diploma/degree in administration with 3 years’ experience in patient administration. Must have knowledge in record keeping and transport services. Good communication skills. Computer certificate is essential. Valid Driver’s license is essential.

DUTIES: Planning and organizing operations of the junior administration clerks and data capturers. Capturing and Management of waiting times of the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services for the assistant director. Assist with preparation and coordination of meetings. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Monitor the requirements of government vehicles operations and allocate vehicles to officials Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES: Ms R. Sapie Tel No: (082) 476 6273
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 March 2021

POST 09/140: ADMINISTRATION CLERK REF NO: REFS/008256 (X6 POSTS)
Directorate: Forensic Pathology Service

SALARY: R173 703 - R204 612 per annum (plus benefits)

CENTRE: Pretoria FPS (X2 Posts)
Johannesburg (X2 Posts)
Roodepoort (X1 Post)
Germiston (X1 Post)

REQUIREMENTS: Senior certificate/ Grade 12 or National Diploma/ Degree in Public Management, Management Assistant or related qualification. Proven relevant experience in administration clerk will be added advantage. A valid driving license. Must be Computer literate (MS Office) proof required. Good office organisational skills. Communication skills (writing and verbal) fluent in English. Knowledge and understanding legislative frameworks governing the public services. Ability to pay close attention to detail in work/report preparation. Basic bookkeeping, office planning, organisational and archiving skills. Punctuality (time management).

DUTIES: Assist in the management and organization of post- Mortem area and operational office. Provide efficient and effective administration service to all related stakeholder. Systematic organisational and monitoring of human remains admitted and released. Daily updating of relevant registers thought MS (Excel) Spreadsheets to ensure that statistics are available on a daily / weekly/ monthly basis as requested. Records keeping of unidentified and unclaimed human remains, in addition to all remains in storage. Management of the release of human remains by verifying that all funeral undertakers produce or submit valid regulation 363 certificates of competence before the release of human remains. Attend telephone enquiries and interaction with stakeholders such as doctors, SAPS, funeral undertaker and families as may be required. Compile cremation documents. The successful candidate will be requested to assist with HRM, Asset and PM Administration.

ENQUIRIES: Pretoria FPS: Mr. M Fourie Tel No: (082) 306 2975 or Mr. C Chauke Tel No: (082) 306 3005 Johannesburg Ms. P Mdluli Tel No: (082) 306 3016 Roodepoort: Mr. A Stander Tel No: (082) 306 3019 Germiston: Mr. G Mashigo Tel No: (082) 306 3027

APPLICATIONS: must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.

NOTE: Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE: 26 March 2021
POST 09/141
ADMINISTRATION CLERK REF NO: REFS/008275 (X2 POSTS)
Directorate: Forensic Pathology Service

SALARY: R173 703 - R204 612 per annum (Level 05) (plus benefits)
CENTRE: Pretoria FPS (X1 Post)
Head Office (X1 Post)

REQUIREMENTS:
Senior certificate/ Grade 12 or National Diploma/ Degree in Public Management, Management Assistant or related qualification. Proven relevant experience in administration will be added advantage. A valid driving license. Must be Computer literate (MS Office). Good office organisational skills. Communication skills (writing and verbal) fluent in English. Ability to pay close attention to detail in work/report preparation. Basic bookkeeping, office planning, organisational & archiving skills. Effective time management.

DUTIES:
Compiling of medico-legal and other official reports. Office and telephone reception services, assist in management of petty cash, compiling of minutes, perform general office administration duties, including basic data recording, preparation and maintenance of case registers, spreadsheet preparation and ledger recording, filing and record-keeping, Coordinate directorate meeting.

ENQUIRIES:
Dr SH Rossouw Tel No: (012) 319 2122 Head Office Ms. Phindile Thango Tel No: (071) 602 1960

APPLICATIONS:
must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.

NOTE:
Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE:
26 March 2021

POST 09/142
MATERIAL RECORDING CLERK (ASSET AND FLEET) REF NO: REFS/008259 (X1 POST)
Directorate: Forensic Medical Services

SALARY: R173 703 - R204 612 per annum (Level 05) (plus benefits)
CENTRE: Head Office

REQUIREMENTS:
Senior Certificate/ Grade 12 or National Diploma/Degree in Logistics and related qualifications. Relevant experience in fleet and Asset management will be added an advantage. Must be computer literate (MS Office). Proof required. A valid driving license. Good interpersonal relations. Must be able to work under pressure and meet deadline. Be willing to work at mortuary environment.

DUTIES:
Inspect and issue state vehicles in line with fleet management policy and system of Forensic Medical Service. Collect Forensic Medical Service traffic vehicle fine and notices from license department on the monthly basis and hand over to supervisor Assist in supply of diesel for all facility generators from a nearby petrol station or depot. Conduct a daily vehicle spot checks. File trip forms (sheets) in relevant files. Ensure that vehicles are clean. Assist in preparation documents for payment of fleet. Assist in preparation of repairing equipments and follow-up where necessary. Assist in verification of asset and do sport checks in various areas in mortuaries. Compile documentation for transfer / movement of assets and update the system. Ensure and safeguarding of asset documentations and records.

ENQUIRIES:
Mr. S Khumalo Tel No: (079) 523 3813

APPLICATIONS:
must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.

NOTE:
Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act
2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. The department has the right to fill or not to fill advertised post.

**CLOSING DATE:** 26 March 2021

**POST 09/143**

**SECRETARY REF NO:** REFS/008258

**Directorate:** Forensic Pathology Service

**SALARY:** R173 703 - R204 612 per annum (Level 05) (plus benefits)

**CENTRE:** Johannesburg FPS (X1 Post)

**REQUIREMENTS:**

Senior certificate/ Grade 12 plus One year typing certificate or National Diploma/ Degree in Management Assistant, Office Administration or related qualification. Proven relevant experience in secretarial will be added advantage. Knowledge of executing secretarial duties, general office administration and documentation management. Ability to organise office duties efficiently and provide excellent customer service. Conceptualise and initiate new innovative approaches to optimise the secretariat services provided to Pathologists and Medical Officers. Must be computer literate (MS Office) proof required. Ability to work under pressure and meet deadlines.

**DUTIES:**

Provide a support service to the Forensic Pathology service (FPS), type post-mortem reports for doctor, documents like negligent reports and affidavits, make appointments for doctors with investigating officers and other stakeholders. Receive subpoenas, direct flow of stakeholders having appointment with doctors. Distribute mails and other material as requested by supervisor and managers. Capture general statistics and provide monthly statistics reports on the post-mortem to the Head of Clinical Unit. Act as a receptionist for the doctors and the academic staff at the facility. Handle procurement of stationary and refreshments. Set-up meetings including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items and compile minutes. Communicate and coordinate services within directorate.

**ENQUIRIES:** Johannesburg FPS Ms P Mdluli Tel No: (082) 306 3016

**APPLICATIONS:**

must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.

**NOTE:** Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. The department reserve the right to fill and not to fill the advertise post.

**CLOSING DATE:** 26 March 2021

**POST 09/144**

**SECRETARY REF NO:** SBAH 26/2021

**Directorate:** Orthopaedics

**SALARY:** R173 703 per annum plus benefits

**CENTRE:** Steve Biko Academic Hospital

**REQUIREMENTS:**

The incumbent must have grade 12 and completed a diploma courses relevant to secretarial work e.g N5, N6 or equivalent Secretarial. Plus 10years experience as a secretary. The incumbent must have experience in working as a Secretary in a clinical academic environment. Computer literacy in Ms Word, Excel, Power point. Must be fully bilingual. Must have secretarial experience, working more than 10 years, be able to prioritize duties, work independently and willing to work after hours when required.

**DUTIES:**

manage and organize the functions of the division. Handling and screening of telephone calls, patient enquiries, filing and record keeping, visitors, correspondence, patient reports, duty rosters, statistics. Educational duties are liaison with departments in faculty of Health Science.

**ENQUIRIES:**

Prof. MV Ngcelwane Tel No: (012) 354 2851

**APPLICATIONS:**

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

Closing Date: 30 March 2021

Post 09/145: Secretary Ref No: CHBAH 397 (X1 Post)
Directorate: Intensive Care Unit (ICU)

Salary: R173 703 – R204 612 per annum (Level 05) (plus benefits)

Centre: Chris Hani Baragwanath Academic Hospital (CHBAH)

Requirements:
Grade 12 with no experience. Computer literacy (MS Office). Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute taking and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.

Duties:
Screen, transfer calls and handle telephonic enquiries as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Deputy Directors. Ensure safekeeping of all documentation in the office. Compile reports and documents. Administer the in and out flow of correspondence. Office management. Diary management, organize and plan the logistics of meetings. Administer the filing system, typing of correspondence, agendas, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Collate reports for submission to various management structures and other stakeholders. Ensure that strategic decisions taken in meetings are actioned timeously and followed-up. Arrange refreshments for visitors and other key stakeholders that may engage with the Deputy Director’s office. Receive and direct correspondence to relevant Managers or departments. Create and maintain an appropriate filing system in line with the Departmental Record Management policy framework and the National Archives Act. Typing of confidential reports and develop case summaries, where necessary. Assist with various administrative and secretarial duties as assigned by the Deputy Directors. Maintenance of user-friendly office. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

Enquiries: Prof LR Mathivha Tel No: (011) 9330270

Applications: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

Note: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and
Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**: 09 April 2021

**POST 09/146**: STAFF NURSE GRADE 1 – (SN-1) REF NO: CHBAH 398 (X25 POSTS)

Directorate: Surgery, Obstetrics & Gynaecology, Medicine & Psychiatry, Paediatric and Clinical Support FBU

**SALARY**: R171 381 - R192 879 per annum (plus benefits)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. No experience required after registration with the SANC as Staff Nurse. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**DUTIES**: Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES**: Mr NB Mulaudzi Tel No: (011) 933 0134/9779

**APPLICATIONS**: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY), Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**: 09 April 2021

**POST 09/147**: STAFF NURSE GRADE 1 (PHC) REF NO: EHD2021/03/20

Directorate: Primary Health Care

**SALARY**: Grade 1: R171 381 – R192 879 per annum (plus benefits)

**CENTRE**: Ekurhuleni Health District (SSDR)
**REQUIREMENTS**: Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.

**DUTIES**: Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES**: Ms N. Ndou Tel No: (011) 878 - 8540

**APPLICATIONS**: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE**: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**: 26 March 2021

**POST 09/148**: STAFF NURSE GRADE 1 (PHC) REF NO: EHD2021/03/21

**CENTRE**: Ekurhuleni Health District (NSDR)

**REQUIREMENTS**: Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.

**DUTIES**: Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES**: Ms G.S Mateza Tel No: (011) 565 - 5160

**APPLICATIONS**: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE**: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the
requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 March 2021

POST 09/149: STAFF NURSE GRADE 1 (PHC) REF NO: EHD2021/03/22

Directorate: Primary Health Care

SALARY: Grade 1 R171 381 – R192 879 per annum (plus benefits)

CENTRE: Ekurhuleni Health District (ESDR)

REQUIREMENTS: Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver's License will be an added advantage.

DUTIES: Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms J.F Joubert Tel No: (011) 7373 9746

APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 March 2021

POST 09/150: HOUSE KEEPER REF NO: SBAH 27/2021

Directorate: Nursing

SALARY: R145 281 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12 or equivalent. Must be able to read and write. Minimum cleaning experience of 5 years in the cleaning services. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, night, weekends and public holidays.

DUTIES: Supervise the work of subordinates and ensure that a high standard of cleanliness is attained in wards, bathrooms, kitchens, sluices, offices, floors and windows. Allocate and delegate duties for household workers, control on/off register, leave forms and evaluate performance of household workers according to PMDS. Supervise serving of meals, tea, coffee and water to the patients. Order, control and supervise cleaning material, waste containers. Clean dirty linen and removal
of medical and general waste from the ward. Report on broken\ missing items and send for repair or service. Asset management. See the linen room, stores and cupboards are locked at all times. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by Operational Manager.

ENQUIRIES :
Mrs. AM Mowayo Tel No: (012) 354 1300

APPLICATIONS :
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE :
Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE :
30 March 2021

POST 09/151 :
NURSING ASSISTANT GRADE 1 (NA 1) REF NO: CHBAH 399 (X11 POSTS)
Directorate: Surgery, Obstetrics & Gynaecology, Medicine & Psychiatry, Paediatric and Clinical Support FBU

SALARY :
R132 525 - R149 163 per annum (plus benefits)

CENTRE :
Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS :
Qualification that allows registration with the SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant and proof of current registration. No experience required after registration with the SANC as Nursing Assistant. Competencies/Knowledge/Skills: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES :

ENQUIRIES :
Mr NB Mulaudzi Tel No: (011) 933 0134/9779

APPLICATIONS :
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE :
Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE :
09 April 2021
### POST 09/152

**NURSING ASSISTANT GRADE 1 REF NO: EHD2021/03/23**

**Directorate:** PHC

**SALARY** : R132 525 – R149 163 per annum

**CENTRE** : Ekurhuleni Health District (SSDR)

**REQUIREMENTS** :
- Grade 12 Certificate. Qualifications that allows registration with SANC as Enrolled Nursing Assistant. Current registration with SANC as Enrolled Nursing Assistant.
- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence.
- Basic HIV training and HIV Counselling and tearing training will be added advantage. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as an Enrolled Nursing Assistant with the SANC.


**ENQUIRIES** : Ms N. Ndou Tel No: (011) 878 - 8540

**APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 26 March 2021

### POST 09/153

**CLEANER- REF NO: PWH/CLE/06/21 (X2 POSTS)**

**Directorate:** Cleaning Department

**SALARY** : R102 534 - R120 780 per annum (plus benefits)

**CENTRE** : Pretoria West Hospital

**REQUIREMENTS** : Abet or Grade 10. Basic literacy and numeracy skills, Ability to perform Routine or structured tasks, ability to operate equipment or machines. No Experience needed, good communication and interpersonal skills. Must be willing to work shifts and overtime. Must be willing to assist in other Departments.

**DUTIES** : Render a cleaning service in the institution. Cleaning of office, wards, Corridors, elevators, bathrooms and toilets. Polishing, dusting and waxing of furniture, floors and doors, sweeping, scrubbing, vacuuming and shampooing of floors, cleaning of walls and windows. Emptying and Cleaning of waste bins. Refiling of hand wash liquid soap, replacing toilet Paper, hand towels and refreshers in bath and rest rooms. Report broken Cleaning machines and equipment after use, Request cleaning materials Damp dusting in the wards/casualty department/out patients of e.g. Hospital beds, lockers, chairs, cardiac trolleys, suction apparatus, curtains Rails, windows seals. Cleaning file holders, hand wash basins, toilets, Bathrooms, sluice room, stoop, dust bins and line them, labelling soiled Linen room. Collect water jugs from patient, wash them, refill with clean Water and take back to patients, cleaning of spills, washing removing empty Boxes from wards. Monitor and record cleanliness of bathrooms and basins regularly on provided checklist. Messenger duties when there is a need in the ward.

**ENQUIRIES** : Mr. JN Mamaila Tel No: (012) 380 1475
APPLICATIONS: All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect. Representivity will receive preference.

CLOSING DATE: 26 March 2021

POST 09/154: LAUNDRY WORKER-REF NO: PWH/LAU/05/21
Directorate: Laundry Department

SALARY: R102 534 - R120 780 per annum (Level 02) (plus benefits)

CENTRE: Pretoria West Hospital

REQUIREMENTS: Minimum Abet or Grade 10. Ability to read and write. No experience needed. Ability to work independently under pressure. Good communication and willing to work in a team. Knowledge of Batho Pele Principles.

DUTIES: Collection of dirty linen from various service points in hospital to linen room. Sorting, counting, and libeling of solid linen. Loading washing machines including blood linen and infectious linen (operating washing and tumble dryer machines). Delivering clean linen from linen bank to patient care service points. Remove windows and beds curtains for washing and re-hanging Loading and off-loading dirty and clean linen from Masakhane truck. Must be able to perform other laundry related duties and be prepared to work overtime when need arise.

ENQUIRIES: Mr. JN Mamaila Tel No: (012) 380 1475

APPLICATIONS: All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect. Representivity will receive preference.

CLOSING DATE: 26 March 2021

POST 09/155: PROFESSIONAL NURSE GRADE 1 (SESSION) REF NO: EHD2021/03/19 (X4 POSTS)
Directorate: Quality Assurance

SALARY: R170 per hour

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Basic R425 qualification (i.e diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Less than 10 years relevant experience after registration as a Professional Nurse with the SANC in General Nursing. Knowledge of customer service, Health Care statutes & health standards, National Core Standards and ideal clinics and hospitals. Driver’s licence is essential.

DUTIES: Monitoring and evaluation of government hospitals and clinics on the National Core Standards and ideal clinics Realisation model. Managing training and retraining of facility staff on new developments related to the National Core Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operational procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation. 

ENQUIRIES: Ms B. Peloagae Tel No: (011) 878 8545

APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant
council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at http://professionaljobcentre.gpg.gov.za
CLOSING DATE : 09 April 2021
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at http://professionaljobcentre.gpg.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 09/156 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/008265

SALARY : R1 057 326 per annum (All-inclusive Package)
CENTRE : Johannesburg

DUTIES : Manage the administrative processes of acquisition both at the level of Bid Committees and transactional. Develop an appropriate acquisition strategies that will ensure timeous procurement of goods and services. Ensure that the risk profile
of the Department in so far as Supply Chain Management is concerned is adequately managed. Develop system of internal controls that will minimise the occurrence of fraud and corruption. Provide direction and leadership to the Directorate. Ensure strategic alignment between the programmes. This implies having a good understanding of the environment within which the Directorate operates and aspects underlying the work and being able to think analytically and make strategic decisions about work.

ENQUIRIES: Ms K Kunene Tel No: (072) 315 9992

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS: Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link https://www.thenesg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: www.thenesg.gov.za

CLOSING DATE: 29 March 2021

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 09/157: ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: GPT/2021/03/1

Directorate: Financial Governance

SALARY: R376 596 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: 3- years tertiary qualification (NQF Level 7) as recognised by SAQA in Finance/Auditing or Accounting. 3 – 5 years’ experience in the Accounting or Auditing or Asset Management and/or related field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and asset Management Frameworks. Knowledge and understanding of GRAP, GAAP and/or IFRIS. Advanced excel (VLOOKUP function, Pivot table), PowerPoint and word. Proven experience relating to main objectives/outputs as set out in section C.

DUTIES: To ensure effective and efficient management of assets (immovable, movable and inventory) in the provincial departments and entities. Responsible for implementing, co-ordinating and monitoring the Asset and Inventory Management Strategies and the initiatives in GPG Departments and Entities. Provide continuous technical support on the implementation of the Asset and Inventory framework and
guidelines within GPG Departments and Department Entities. Identify Asset management capacity gaps within GPG Departments and develop strategies to address capacity gaps. Ensure timely and accurate resolution of queries relating to Asset and inventory Management. Improve the asset management function within GPG Departments and Entities by proposing, implementing, and re-engineering asset and inventory management processes and policies. Monitor evaluate and report on compliance with the asset management guidelines and framework. Review of s40 reports and Interim/Annual financial statements of GPG Departments and entities to ensure accurate and correct asset and inventory management information has been properly disclosed.

**ENQUIRIES**
Ms Tshiamo Sokupha Tel No: (011) 227 9000

**POST 09/158**
**SENIOR COMMUNICATION OFFICER: NEW MEDIA AND COPYWRITE REF NO: GPT/2021/03/2**
Directorate: Corporate Services

**SALARY**
R316 791 per annum (plus benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
A relevant three-year tertiary qualification i.e. National Diploma or Degree in Journalism/ Public Relations/ Marketing / Communication qualification. Minimum experience in Marketing/Advertising/ Journalism/ PR/Website Management or Strategy. At least 2 years’ experience working in a similar environment.

**DUTIES**
To provide and enhance the department's activities and reputation on all digital platforms and ensure that key deliverables associated with Communications are implemented. Research, creating and writing content for the Department (copywriting). To build and maintain the department’s reputation on social media platforms. Develop and maintain the Department's internal and external digital platforms. Coordinate and implement activities and key deliverables associated with corporate communication. Provide general communication support including assistance with branding and events.

**ENQUIRIES**
Baleseng Sedibe Tel No: (011) 227 9000

**POST 09/159**
**PRACTITIONER: EMPLOYEE RELATIONS OFFICER REF NO: GPT: 2021/03/3**
Directorate: Corporate Services

**SALARY**
R257 508 per annum (plus benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
A relevant three-year tertiary qualification, i.e. National Diploma or Degree in Labour Relation or Human Resources Management. 1-2 years’ experience in a Labour Relations environment.

**DUTIES**
To provide consultation and admin support before and during grievance and Misconduct cases. Assist with the preliminary investigation. Conduct Labour Relations Training on Misconduct and Grievance management conduct trend analysis on misconduct cases, Provide Administrative support, Attend to Bargaining processes.

**ENQUIRIES**
Baleseng Sedibe Tel No: (011) 227 9000

**POST 09/160**
**OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: GPT/2021/03/4**
Directorate: Corporate Services

**SALARY**
R257 508 per annum, (plus benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
3-year tertiary qualifications as recognized by SAQA and SAMTRAC/SHERQ related qualification, 1 – 2 years’ experience in Occupational Health Safety and Injury on Duty.

**DUTIES**

**ENQUIRIES**
Ms. Tshiamo Sokupha Tel No: (011) 227 - 9000

**POST 09/161**
**PERSONAL ASSISTANT REF NO: GPT/2021/03/5**
Directorate: Provincial Supply Chain Management

**SALARY**
R257 508 per annum (plus benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric + Secretarial Diploma or equivalent qualification. 3 – 5 years’ experience in rendering a support service to senior management. Language skills and the ability
to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy.

**DUTIES**
- Provides a secretarial/receptionist support service to the Director(s)
- Renders administrative support services
- Provides support to managers regarding meetings
- Support the manager with the administration of the manager's budget
- Studies relevant Public, Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**
Ms. Linda Ninzi Tel No: (011) 227-900

**DEPARTMENT OF SOCIAL DEVELOPMENT**

*It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants is also encouraged to number the pages of their CV and the attached certified documents.*

**CLOSING DATE**
26 March 2021

**NOTE**
- Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification(s) and ID document (no copies of certified copies allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered.
- Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

**OTHER POSTS**

**POST 09/162**

**SOCIAL WORK MANAGER: INTAKE AND FIELD**

**REF NO:** SD/2021/03/25

**SALARY**
R794 889 – R1 100 325 per annum (within the OSD Framework)

**CENTRE**
Sedibeng Region

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Ms. L Harmse Tel No: (016) 930 2055 Sedibeng

**APPLICATIONS**
The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Sedibeng Region, 3 Moshoeshoe Street, Sebokeng, 1911 for attention Ms L Harmse Tel: 016 930 2055 or post to Private Bag X209, Vanderbijlpark, 1911.

**NOTE**
The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 09/163**

**ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION**

**REF NO:** SD/2021/03/26

**SALARY**
R376 596 per annum plus benefits

**CENTRE**
West Rand Region

**REQUIREMENTS**
A 3-year tertiary qualification (NQF Level 6/7) in Public Management/Monitoring and Evaluation with 3-4 years’ experience administrative environment. A valid Code B driver’s license. Knowledge of Public Sector Finance. Knowledge and understanding of legislative/ Policy frameworks, processes and procedures governing the monitoring and evaluation of NPOs in the Public Sector. Knowledge
and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. Skills and Competencies: Team working, Communication, Interpersonal relations, Planning and co-ordinating skill.

**DUTIES**: Coordination of onsite. Monitoring of NPO’s. Coordination of Capacity Building to funded NPO’s. Coordination of reports on funded NPO’s. Coordination of Assessments of NPO’s. Supervision of staff: Develop staff work plan, supervise staff leave plan, supervise staff performance, supervise staff training and development.

**ENQUIRIES**: Mr S Makgorogo Tel No: (011) 950 7700 West Rand Region.

**APPLICATIONS**: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, West Rand Region, 16 Human Street, SA Dutch Centre, Krugersdorp

**NOTE**: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 09/164**: ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: SD/202/03/27

**SALARY**: R376 596 per annum plus benefits

**CENTRE**: West Rand Region

**REQUIREMENTS**: A 3-year tertiary qualification (NQF Level 6/7) in Finance/Supply Chain Management or equivalent qualification with 3-4 years’ experience in Finance or Supply Chain Management environment in the Public Service. A Valid driver’s license. Knowledge of and understanding of legislative and policy framework regulating Financial Management systems, procedures and processes in the Public Service. Knowledge and understanding of legislative and policy framework regulating Supply Chain Management systems, procedures and processes in the Public Service. Skills and Competencies: Team working, Communication, Interpersonal relations, Planning and co-ordinating skill.


**ENQUIRIES**: Mr S Makgorogo Tel No: (011) 950 7700 West Rand Region.

**APPLICATIONS**: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, West Rand Region, 16 Human Street, SA Dutch Centre, Krugersdorp

**NOTE**: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 09/165**: ASSISTANT DIRECTOR: SERVICE POINT REF NO: SD/2021/03/28

**SALARY**: R376 596 per annum plus benefits

**CENTRE**: West Rand Region

**REQUIREMENTS**: A 3-year tertiary qualification (NQF Level 6/7) in Public Management/Monitoring and Evaluation with 3-4 years’ experience in the NPO environment. A valid Code B driver’s license. Knowledge and understanding of legislative/ Policy frameworks, processes and procedures governing the monitoring and evaluation of NPOs in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. Skills and Competencies: Team working, Communication, Interpersonal relations, Planning and co-ordinating skill.

**DUTIES**: Monitoring of administrative support services: monitor the provision of Fleet management services, Human Resource Supply Chain Management services and oversee the provision of switchboard services. Monitoring of Service Delivery Improvement Programme: monitor the implementation of queue marshalling and referral system and monitor the provision of signage to Service Points. Management of Staff: Allocate staff in service points, develop staff performance contracts and conduct quarterly performance reviews, manage staff leave plans and manage staff grievances and disciplinary matters.

**ENQUIRIES**: Mr S Makgorogo Tel No: (011) 950 7700 West Rand Region.
APPLICATIONS: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development, West Rand Region, 16 Human Street, SA Dutch Centre, Krugersdorp.

FOR ATTENTION: Mr S Makgorogo Tel No: (011) 950 7700
NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 09/166: ADMINISTRATIVE OFFICER: FINANCE REF NO: SD/2021/03/30

SALARY: R257 508 per annum plus benefits
CENTRE: Sedibeng Region

DUTIES: Supervise the costing of budget inputs and consolidate budget inputs. Monitor budget and expenditure. Supervise financial administration functions and cashier services. Administer Place of Safety payments and other inter-governmental payment processes. Supervision of finance staff.

ENQUIRIES: Ms L Harmse Tel No: (016) 930 2055 Sedibeng.
APPLICATIONS: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng 1911 or post to Private Bag X209, Vanderbijlpark, 1911.

FOR ATTENTION: Ms Lorna Harmse Tel No: (016) 930 2055
NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

OTHER POSTS

POST 09/167 : MEDICAL SPECIALIST GRADE 1, 2 & 3 (REF NO: UTHUK /05/2021 (X1 POST)

SALARY : Grade 1: R1 106 040 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
Grade 2: R1 264 623 per annum all-inclusive, package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
Grade 3: R1 467 651 per annum package of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Uthukela District Office (Forensic Pathology Service)

REQUIREMENTS : A tertiary qualification (MBCHB) or equivalent and specialist qualification in appropriate field. Must be registered as a Specialist Pathology (Forensic) with the Health Professional Council of South Africa or have completed training as Specialist Pathology and in the process of registering as a Specialist. Current registration with HPCSA as Medical Specialist (2020 Receipt). Experience: Medical Specialist Grade 1: Not applicable; Registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist Grade 2: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist Grade 3: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Recommendation: Computer literacy (proof must be attached).Valid Driver’s license. The ideal candidate must have: Commuted overtime is required and is payable in accordance with applicable policies. Communication and Co-operation between the Department of Health, Justice, the Director Of Public Prosecutor and South African Police Service in respect of Inquests and Criminal proceeding following Medical-Legal death investigations. Community service in its diverse forms. Supervision of Support Staff. Maintenance of the chain of custody of specimens and documents retained.

DUTIES : To perform a medico- legal post- mortem examination including Scene of Death visits when required. Teach postgraduate student in the various facilities to develop their skills, using a Medico-Legal patient cantered approach. To examine and put through tissues samples for histological analysis. Participate in health research. Consultation with Medical Practitioner and bereavement counselling of next of kin.

ENQUIRIES : Dr S Ntsele Tel No: (033) 940 2405

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

FOR ATTENTION : Mrs. C.G.K Hadebe

NOTE : Applications must be submitted on the prescribed Application fro employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.
CLOSING DATE  :  31 March 2021
POST 09/168  :  MEDICAL SPECIALIST GR 1/2/3 – DEPT. OF DERMATOLOGY REF NO: HRM 26/2021 (X1 POST)
Directorate: department of dermatology
African male and people with disability are encouraged to apply

SALARY  :  Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum (All-inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum (All-inclusive package)

CENTRE  :  King Edward VIII Hospital (KEH)

REQUIREMENTS  :  Matric/Senior Certificate or equivalent qualification plus. MBCHB or equivalent, FC Dermatology (SA) OR equivalent PLUS, Registration certificate as a Specialist with the HPCSA PLUS, Current registration with HPCSA (2020/2021) Grade 2: Experience Grade 2: 5 years to less than 10 years actual experience as a Specialist after registration with the HPCSA Grade 3: Experience Grade 3: 10 years or more experience as a Specialist after registration with HPCSA Recommendations: 
Computer Literacy Knowledge, Skills, Training And Competencies Required : Sound management of Dermatology Excellent decision making, problem solving, leadership and mentorship skills. Sound medical ethics Good communication skills and computer literacy. Orientation towards service delivery. Ability to develop and maintain quality improvement programs and policy documents. Participation in clinical audits, peer review meeting and mortality and morbidity meetings. Leadership in the departmental academic program. Ability to work as part of a multidisciplinary team.

DUTIES  :  The incumbent will report to the Head of Department and will be responsible to fulfill the following requirements according to the policies of the Department i.e. Service, Teaching, Administration and Research. To efficiently execute duties which support the aims and objectives of the Department of Dermatology in providing specialist care for patients in the Department of Dermatology. To supervise the training of registrars, interns, medical officers and undergraduate medical students in Dermatology To participate in and contribute to the research and outreach activities of Department of Dermatology. To supervise the Dermatology outpatient and inpatient services at King Edward VIII Hospital. To support sub-specialty clinics at KEH VIII.

ENQUIRIES  :  Dr N Khuzwayo Acting Clinical Manager Tel No: (031) 360 3460
APPLICATIONS  :  hand delivered applications should be posted in to the red box marked “applications” next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013.

NOTE  :  An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE  :  26 March 2021
POST 09/169  :  DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: EMP12/2021 (X1 POST)
Component: Nursing Management Services

SALARY  :  R843 618 – R949 482 per annum (all inclusive package) (consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules), other benefit: 8% in-hospital allowance.

CENTRE  :  Empangeni

REQUIREMENTS  :  Diploma in General Nursing & Midwifery plus Diploma in Advanced Midwifery & Neonatal Nursing Science plus Diploma in Nursing Administration plus Registration Certificate with SANC plus Current receipt (annual registration – 2021) plus A minimum of 9 years appropriate experience in nursing after registration as a
Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to must be appropriate and recognizable experience in Nursing Management Level. Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers, signed and stamped by HR) Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Recommendation: Diploma in Advance Midwifery, Valid Driver’s License, Computer literacy Knowledge, Skills, Attributes And Abilities: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour relations Act, Occupational Health and Safety act, Patients’ Rights, Batho Pele Principles, etc. Mentorship and supervisory skills, Leadership, Management, Planning, Organizing and coordinating skills, Clinical competencies and policy formulation skills, Knowledge of nursing care delivery approaches, Good verbal and written communication skills, Conflict management/sound labour management skills, Mentorship and supervisory skills, Computer literacy, Knowledge and understanding of Human Resource and Financial practices.

**DUTIES**
- Provide leadership a strategic direction in the Nursing Component, Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care, To execute duties and functions with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health, To contribute toward strategic planning process of the hospital, Represent Nursing Component in the Senior Management Team. To demonstrate hospital’s commitment to quality nursing care and ensure compliance with National Core Standard, Advocate and ensure the promotion of nursing ethos and professionalism, To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources, Deal with disciplinary and grievance matters. To ensure provision of effective and efficient infection control services in the hospital and affiliate primary health care services. Monitoring and evaluation of patient care delivery in the hospital, Initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care, Development/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork), Formulation and implementation of nursing guidelines, practices, standards & procedure

**ENQUIRIES**
Dr M Samjowan Tel No: (035) 907 7008 (Secretary - 035 9077184)

**APPLICATIONS**
All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

**NOTE**
Candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore incumbents appointed for the post should arrange their

**FOR ATTENTION**
Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01 01 2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID, Drivers License must be attached where applicable. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes of nursing qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant’s responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Non- RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed.
own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided.

**CLOSING DATE**: 31 March 2021

**POST 09/170**: MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 24/2021 (03 POSTS)

Directorate: Internal Medicine

**SALARY**:
- Grade 1: R821 205 – R884 670 per annum (All inclusive salary package)
- Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package)
- Grade 3: R1 089 693 – R1 362 366 per annum (all inclusive package)

**CENTRE**: King Edward VIII Hospital (KEH)

**REQUIREMENTS**:
- MBCHB degree or equivalent qualification Plus registration certificate with the HPCSA as an Independent Medical Practitioner Plus current registration with the HPCSA (2020/2021). Recommendation: Computer Literacy
  - Grade 1: None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner
  - Grade 2: 5 years to less than 10 years’ experience after registration with the HPCSA as an Independent Medical Practitioner
  - Grade 3: 10 years or more after registration with the HPCSA as a Medical Practitioner

Compulsory Overtime: Commuted overtime is compulsory Knowledge, Skills, Training And Competencies Required: Good decision making, problem solving, leadership and mentoring skills, Sound medical ethics skills, Good communication skills, Computer skills, Service delivery orientated, Policy development.

**DUTIES**:
- Daily ward rounds at Haemodialysis unit at St. Aidans Hospital, To assist in Acute Medical Unit (AMU), To efficiently execute duties which support the aims and objectives of Department of Medicine in providing, care for in patients and outpatients in the Department of General Medicine, To supervise the training of interns, and undergraduate medical students in Medicine, To participate in and contribute to the research and outreach activities of the Department of Medicine, Attain competency in recognizing and managing common medical disorders, To be able to work in a team, Manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic, Discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care, Function independently to manage Medical emergencies, Attain competency in performing invasive procedures, Counselling of patients and family Members, Provide community orientated clinical service and support primary health care service, Liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc., Attain knowledge of rational drug treatment, Participate in quality improvement programs, clinical audits, peer review meetings and policy development, mortality meetings and statistical collection, Attendance, participation and presentation in academic program of the department, Function as a member of a multi-disciplinary team including nursing staff and allied disciplines, Candidate must be prepared to perform after hour duties (commuted overtime)

**ENQUIRIES**:
- Dr. P. Manickchund Tel No: (031) 2604111

**APPLICATIONS**:
- All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

**NOTE**:
- An Application for Employment Form (Z83) must be completed and forward. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

**CLOSING DATE**: 26 March 2021
POST 09/171 : MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 25/2021 (X1 POST)

Directorate: Radiology

SALARY
Grade 1: R821 205 – R884 670 per annum (All inclusive salary package)
Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package)
Grade 3: R1 089 693 – R1 362 366 per annum (all inclusive package)

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS:
MBCHB degree or equivalent qualification Plus registration certificate with the HPCSA as an Independent Medical Practitioner Plus current registration with the HPCSA (2020/2021). Recommendation: Computer Literacy, For Grade 1: A minimum of 1 year clinical experience in the discipline of radiology in a regional/tertiary hospital Grade 1: None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner Grade 2: 5 years to less than 10 years’ experience after registration with the HPCSA as an Independent Medical Practitioner Grade 3: 10 years or more after registration with the HPCSA as a Medical Practitioner

Knowledge, Skills, Training And Competencies Required:
Sound clinical and radiological knowledge within the discipline, Ability to deal with all radiological emergencies, Knowledge of ethical medical practice Ability to assess, diagnose and manage patient.

DUTIES:
Render radiological duties: Inpatient and Outpatients, Render cost effective medical care, incorporating radiological management and follow-up, Maintain radiological records, Train interns and other personnel, Undertake on-going medical education and professional development, Undertake general radiology/imaging procedures and reporting including plain films, CT, fluoroscopy, ultrasound exams and nuclear medicine.

ENQUIRIES:
Dr. A. Moosa Tel No: (031) 360 3477

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

NOTE:
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV, Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE: 26 March 2021

POST 09/172 : MEDICAL OFFICER GRADE 1. 2 & 3 REF NO: UTHUK /04/2021 (X1 POST)

SALARY
Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum

All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract formal annually)

CENTRE: Uthukela District Office (Forensic Pathology Service)

REQUIREMENTS:
MBCHB Degree. Current registration with the HPCSA as a Medical Practitioner (2020 Receipt). Registration certificate with the HPCSA as Medical Practitioner. 

Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6
years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3**: Experience: 10 years’ experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. 


**ENQUIRIES**: Dr S Ntsele Tel No: (033) 940 2405

**APPLICATIONS**: All applications should be forwarded to: The Human Resources Manager Uthukela Health District Office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

**FOR ATTENTION**: Mrs. C.G.K Hadebe

**NOTE**: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications(not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**: 31 March 2021

**POST 09/173**: ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: NKAH 01/2021

- **Department**: OPD, HAST, THEATRE & CSSD
- **SALARY**: R614 991 – R692 166 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
- **CENTRE**: Nkandla District Hospital
- **REQUIREMENTS**: Senior Certificate / Grade 12. Degree / Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwife. Proof of registration with SANC as General Nurse and Midwife. A post basic nursing qualification with duration of at least one (1) year accredited with SANC in Medical and Surgical Nursing Science (Operating Theatre Nursing) OR A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of ten (10) years suitable / recognisable experience as professional nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognisable experience after obtaining the one (01) year post basic qualification in Medical and Surgical Nursing Science. Or in Clinical Nursing Science, Health Assessment, Treatment and care. At least three (03) years of the period referred above must be appropriate recognisable experience at management level. Current SANC receipt (2021). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant
experience from their supervisors in an official letterhead of the employer when they apply. Recommendations: Nursing administration. Valid driver’s license. Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards. Knowledge of Batho Pele and Patient’s Rights. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making and problem solving.

DUTIES: Exercise overall control of all resources within the department especially operating theatre outpatient and HAST unit. Identify needs, formulate health care programme and oversee implementation thereof. Ensure implementation of clinical competencies and ensure that scientific principles of nursing process are maintained. Manage and supervise formulation of procedures specific to the area of responsibility and to ensure that they are keeping up with the current statutory regulations and guidelines as well as current codes of ethics. Contribute to the development of clinical management guidelines and protocols for management of patient level of care within available resources. Ensure proper use and control of all resources under your control, ensuring that operations remain within the budget. Willing to improve in order to manage in changing health environment. Ensure compliance with National Core Standards in department under your authority. Monitor and supervise staff performance. Initiate and conduct audit in all allocated units. Assist with relief duties in other departments where the ANM concerned is off duty / leave. Perform duties as delegated by the supervisor.

ENQUIRIES: Mrs. SJ Nguse Tel No: (035) 8335047

APPLICATIONS: Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla, 3855.

FOR ATTENTION: Mrs. SG Masikane

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

CLOSING DATE: 01 April 2021

POST 09/174: OPERATIONAL MANAGER (PHC) GRADE 1 REF NO: APP/ 03/2021

SALARY: R562 800 - R633 432 per annum. Benefits: 13TH Cheque, medical aid (optional) and 8% rural allowance.

CENTRE: Gateway Clinic under Appelsbosch hospital

REQUIREMENTS: Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. A post basic qualification with a duration of (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care (PHC). Proof...
of current registration with SANC (2020 receipt). Experience: A minimum of 09 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human resource department (Certificate of service) Recommendations: valid Code 8 or 10 driver's license. Proof of computer literacy Knowledge, Skills: Ability to interact with diverse stakeholders and health care users and givers. Training And Good verbal, writing and communication skills. Facilitation and coordination. Competences skills. Problem solving skills. Knowledge of SANC Rules and Regulations Ability to plan, organize and manage conflicts. Basic financial management skills knowledge of human resource management personal Attitude, Responsive, professionalism, Supportive, Assertive and Team player role leadership and supervisory skills.

**DUTIES**
Planning, organizing and monitoring of objective of the facility. Manage all resources within the unit effectively and efficiently to ensure optimum service. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at emergency room. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits Ability to supervise Medical and surgical emergencies and refer appropriately. Supervise and Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other labour related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic Ensure functionality of the clinic committee programme so that community involvement and participation is achieved Conduct Clinic Open days Monitor and evaluate HR performance through EPMDS for all relevant staff.

**ENQUIRIES**
Mrs. GMP Sokhela Tel No: (032) 2948000 ext. 261

**APPLICATIONS**
Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242

**FOR ATTENTION**
Human Resource Manager

**NOTE**
Equity Target: African Male

**CLOSING DATE**
31 March 2021

**POST 09/175**
ASSISTANT DIRECTOR: GRADE 1 REF NO: HRM 23/2021 (X1 POST)

**SALARY**
R517 326 – R574 158 per annum. Other Benefits: 13th Cheque, Service Bonus, Medical Aid Optional, Home Owners or Rental Housing Allowance (employee must meet prescribed requirements)

**CENTRE**
King Edward VIII Hospital (KEH)

**REQUIREMENTS**
National Diploma/BTech degree in Diagnostic Radiography Plus Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer Plus Current registration with HPCSA Plus A minimum of 5 years’ appropriate experience after registration with HPCSA in Radiography of which 3 years must be appropriate Managerial/Supervisor experience Recommendation: Computer Literacy, Valid Driver's License Knowledge, Skills, Training And Competencies Required: Sound knowledge of diagnostic radiography practice and ethos, Sound knowledge of radiation control and safety Regulations, Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem solving skills, Good interpersonal and written and verbal communication skills, Planning and organizational skills.

**DUTIES**
Ensure the effective, efficient and cost effective management of allocated Resources of the Department, Ensure the department is compliant with Radiation safety standards and other legal safety requirements, Ensure compliance to Quality Improvement Initiatives within the hospital, Maintain the operational reliability of the department, Perform clinical duties including shift work as needed.

**ENQUIRIES**
Dr. N. Khuzwayo Tel No: (031) 360 3460
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There will be no payment of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE: 26 March 2021

POST 09/176: PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 02/2021 (X1 POST)

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE: Murchison Hospital

REQUIREMENTS: Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients’ rights charter.

DUTIES: Must be able to handle operating and emergencies and high risk conditions To execute duties and functions with proficiency within prescribed of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients’ rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols assist with performance reviews i.e. EPMDS as well as student progress reports Maintain a plan to improve the quality of Nursing and health care in operating theatre Formulation of theatre policies to ensure good practice Ensuring the availability of the necessary basic equipment.

ENQUIRIES: Mrs CN Mkhwanazi Tel No: (039) 6877311 ext 127
APPLICATIONS: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
NOTE: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 03/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE: 26 March 2021

POST 09/177: CLINICAL NURSE PRACTITIONER (SIBUYANE CLINIC) REF NO: GTN 03/2021 (X2 POSTS)

SALARY:
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional

CENTRE: Greytown Hospital

REQUIREMENTS:
Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse. Grade 2: A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients’ Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.

DUTIES:
Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources. Demonstrate effective communication with patients supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients; promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care. Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

ENQUIRIES: Ms SZ Myeni Tel No: (033) 413 9400
APPLICATIONS: Should be forwarded: The Chief Executive Officer: Greytown Hospital, Private Bag X 5562 Greytown, 3250. Or Hand Delivery: Bell Street Extension, Greytown.

FOR ATTENTION: Human Resource Manager
NOTE: People with Disabilities and African Male are encouraged to apply. NB: No subsistence and travelling allowance will be paid for interview attendance.
| **CLOSING DATE** | : | 26 March 2021 |
ANNEXURE Q

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS
- The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.

FOR ATTENTION
- Maitseo Sebigi

CLOSING DATE
- 26 March 2021 at 15H30

NOTE
- Well: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant/s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. The copies of all qualification(s)/required documents must be originally certified which include certified copy of RSA ID document/National Identity card. A recent updated Comprehensive CV with at least names of three (3) referees with current contact details is required. Certification of qualification(s)/required documents must not be older than six (6) months. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.

OTHER POSTS

POST 09/178
- DEPUTY DIRECTOR: PUBLIC TRANSPORT, CONFLICT MANAGEMENT REF NO: 09/2020/21
  Directorate: Operator License and Permits

SALARY
- R733 257 per annum. The inclusive Remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

CENTRE
- Head Office – Mahikeng
**REQUIREMENTS**: Grade 12 certificate or equivalent, plus three year’s National Diploma or Bachelor’s Degree in Transport Management environment/Education/Administration/Conflict Management/Resolution environment. Five (5) to ten (10) years relevant working experience in the public service, preferably public transport sector of which three (3) years must be at Junior Management level. Valid driving license. Knowledge: Public Transport Policies and Public Service Prescripts. A thorough knowledge of the National Land Transport Act, No.5 of 2009 as well as Guidelines on Special Operating Procedure governing the Public Transport Industry. Ability to interpret legislation and implement it accordingly. Skills: Communication skills, Computer Literacy. Ability to investigate reported cases. Strong liaison and negotiation skills. Monitoring and evaluation skills. Assertive and confident approach to the Taxi Industry challenges.

**DUTIES**: Handle conflict within the Transport sector, in consultation with all relevant stakeholders. Manage Personnel within the Conflict Management Component. Forge partnership with relevant stakeholders. Investigate and monitor conflict throughout the Province. Advise the Public Transport operators in connection with conflict, and all matters related thereto. Manage Public Transport related to conflicts in the Province. Identify and mitigate all risks within the Sub-Directorate. Facilitate advocacy campaigns to the Transport sector, in line with the appropriate Legislations. Facilitate training in the transport sector. Perform any other responsibilities as may be assigned by the Director.

**ENQUIRIES**: Dr Ntlhopeng Dikobe Tel No: (018) 388 5616/7

**POST 09/179**

**DEPUTY DIRECTOR: ASSET AND INVENTORY MANAGEMENT REF NO: 10/2020/21**

**Directorate**: Supply Chain Management

**SALARY**: R733 257 per annum. The inclusive Remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

**CENTRE**: Head Office - Mahikeng

**REQUIREMENTS**: Grade 12 Certificate or equivalent. Three (3) years National Diploma/ Degree in Public Administration or Financial Management environment or related. Five (5) to Ten (10) years’ relevant working experience in Supply Chain Management preferably in Asset and Inventory Unit of which three (3) to five (5) years must be at Junior Management Level (Assistant Director). A valid drivers’ license.


**DUTIES**: Manage the facilitation process of procuring office furniture and equipments. Manage the maintenance of the Departmental Asset Register and produce reports. Manage the process of procuring stationery /Inventory. Manage the development and monitor the implementation of movable asset management strategy. Identify and conduct movable asset physical verification process. To respond to Audit findings/exceptions, and implementation of Audit recommendations. Manage key responsibility area (KRAs) of the staff within the unit.

**ENQUIRIES**: Mr S Maduma Tel No: (018) 200 8057

**POST 09/180**

**DEPUTY DIRECTOR: GOVERNMENT FLEET SERVICES REF NO: 11/2020/21**

**Directorate**: Government Motor Fleet

**SALARY**: R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

**CENTRE**: Head Office – Mahikeng

**REQUIREMENTS**: Grade 12 Certificate or equivalent. An appropriate Bachelors Degree/National Diploma (NQF Level 6) in Transport Management/Public Administration/Management environment. A post graduate qualification will be an added advantage. Five (5) to Ten (10) years’ experience in fleet management, of which at least five (5) years must be at Junior Management level (Assistant Director Level). Project management experience. Unendorsed Drivers license EB.

Knowledge: Thorough fleet management knowledge; Understanding of the National Road Traffic Act. Knowledge of asset management procedures and policies with specific reference to supply chain management. Contract
administration, RT46, RT57, RT58, RT62, RT68 and RT70. Understanding of Public Service Policies. Rules and regulations including interalia the Public Service Act, Public Service Regulations, PFMA, Treasury Regulations and other related prescripts. An in-depth knowledge of Accounting especially reconciliation of accounts and preparation of Financial Statements and prompt response to audit queries. Skills: Computer literacy (Microsoft Office, Vehicle Management System); policy development. Interpretation and implementation. Presentation skills; Ability to work independently and under pressure; ability to serve and communicate with government executive management; Proven management ability and attributes of dynamic leadership skills; Ability to maintain positive interpersonal relations and to work well as part of a team; Problem solving abilities. Proven skills in report writing. Basic accounting skills relating to management of budget compilation; Excellent verbal and written communication skills.

DUTIES

ENQUIRIES
- Mr TP Mosiane Tel No: (018) 200 8072

POST 09/181
- DEPUTY DIRECTOR: NATIS REVENUE ADMINISTRATION SUPPORT REF NO: 13/2020/21
- Directorate: Transport Administration and Licensing
- Re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY
- R733 257 per annum. The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

CENTRE
- Head Office - Mahikeng

REQUIREMENTS
- Grade 12 or equivalent plus 3 years National Diploma/Degree in Public Administration/Financial Management/Transport Economics environment or related. Five (5) to ten (10) years relevant work experience in the NaTIS revenue collection environment of which three (3) years must be at Junior Management level (Assistant Director). A valid driving license. Knowledge: Public Service policies rules and legislations, National Road Traffic Act 93 of 1996, National Administration Traffic Information System (NaTIS), Public Finance Management Act (PFMA), Treasury Regulations and other service related legislations, Performance Management Development System (PMDS), Supply Chain Management prescripts (BBBEE, PPPFA), Ability to work under pressure. Skills: Planning and Coordinating skills, Good Communication skills, Presentation skills and good interpersonal relationship, Computer literacy, Report writing skills and Problem solving skills. Ability to work in a Team as well as independently.

DUTIES
- Manage the performance of reconciliation of NaTIS revenue. Provide expenditure and revenue control services. Manage the performance reconciliation functions in respect of RTMC levies to be collected for the entire Province. Provide revenue control support services in respect of registering authorities, DLTCs and VTSs. Provide specialised procurement services for the Directorate, RAs, DLTCs and VTSs. Facilitate and co-ordinate responses to audit queries. Manage the sub-programme Risk Register and ensure implementation of the Risk Management Strategies. Monitor the implementation of the Audit Action Plans to improve the findings of the Auditor General.

ENQUIRIES
- Mr. S. Mmono Tel No: (018) 388 1123/24

POST 09/182
- DEPUTY DIRECTOR: SCHOLAR TRANSPORT REF NO: 14/2020/21
- Chief Directorate Transport Operations

SALARY
- R733 257 per annum. The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful
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candidate must enter into a performance agreement and sign an employee contract.

CENTRE:
Head Office – Mahikeng

REQUIREMENTS:
Grade 12 or equivalent plus three (3) year’s National Diploma or Bachelor’s Degree in Transport Management environment. Five (5) to Ten (10) years’ experience in Transport Management, three (3) years must be at Junior Management (Assistant Director Level) in a Public Transport environment. Valid driver’s license. Knowledge: Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. Skills: Planning, organizing, report writing, communication (good written and verbal). Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team. Computer literacy, problem solving abilities.

DUTIES:

ENQUIRIES:
Mr P.T Mohono Tel No: (018) 200 8089

POST 09/183:
DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT REF NO: 15/2020/21
Directorate: Human Resource Management

SALARY:
R733 257 per annum. The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

CENTRE:
Head Office- Mahikeng

REQUIREMENTS:
Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Human Resource/Public Administration /Administration or related qualification coupled with Five (5) to Ten (10) years working experience in Performance Management Development System(PMDS), and Training & Development environment of which three (3) – five (5) years must be at Junior Management level (Assistant Director). Valid Driver’s License. Knowledge: Understanding of relevant legislation, Policies and Procedures, Performance Management Development System, Knowledge of PFMA, Skills Development and Levies Skills: Management skills, Facilitation and Good presentation skills, Interpersonal Skills, Report writing skills, Communication (verbal and written), Policy Analysis and implementation, Computer Literacy (Microsoft, Excel and PowerPoint), Conflict Management, Planning and organising.

DUTIES:
Oversee the drafting of Departmental Workplace Skills Plan (WSP). Manage the proper implementation of Learnership, Internships, Adult Education Training, and Bursaries programme within the Department. Manage relationships with relevant SETAs. Manage the coordination of Departmental Induction and Orientation Programmes, and coordinate Compulsory Induction Program (CIP). Manage the implementation of Performance Management & Development System (PMDS) in the department. Provide strategic leadership in Human Resource Utilisation and Capacity Development Unit. Manage the reporting process within the Unit. Oversee the development of departmental training reports. Ensure compliance and quality assurance as determined by relevant stakeholders. Manage key performance area of the managed.

ENQUIRIES:
Ms VT Leteane Tel No: (018) 200 8055/8056

POST 09/184:
DEPUTY DIRECTOR: EVALUATION REF NO: 16/2020/21
(One Year Employment Contract)
Directorate: Strategic Planning Monitoring and Evaluation

SALARY:
R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE:
Head Office – Mmabatho

REQUIREMENTS:
Grade 12 or equivalent plus Post Graduate Degree in Public Management within the sector of Monitoring and Evaluation plus minimum experience of three (3) to

DUTIES: Provide leadership to the Evaluation team in completing projects effectively. Conduct research/collect evidence and analysis of evidence. Assess issues such as relevance (effectiveness and efficiency) value for money, impact and sustainability and recommendations. Manage evaluation resources to deliver high quality evaluation and related objectives on time and to appropriate standards. Compile reports.

ENQUIRIES: Mr M. Moiloa Tel No: (018) 200 8376

POST 09/185: ASSISTANT DIRECTOR: (WHITE FLEET ADMINISTRATION) REF NO: 18/2020/21
Directorate: Government Motor Fleet
Re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Bojanala District Government Fleet Administration
REQUIREMENTS: Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management related field. Three (3) to five (5) years relevant working experience in Fleet Management/Maintenance and Repairs of which two (2) years must be at supervisory level. Valid Driving license. Knowledge: Knowledge of Public Passenger transport legislation. Public service policies rules and legislation. Knowledge of Fleet Management. Basic Mechanical Knowledge. Public Financial Management Act. Public Service Act, Performance Management Development System (PMDS). Skills: Computer literacy in Ms Office (word & Excel). Good interpersonal relationship. Good communication skills (Verbal and writing), Supervisory skills. Ability to work independently and under pressure.


ENQUIRIES: Mr J Leeuw, Tel No: (014) 523 5705

POST 09/186: ARTISAN FOREMAN GRADE A (FLEET MANAGEMENT MAINTENANCE) REF NO: 27/2020/21 (X2 POSTS)
Directorate: Government Motor Fleet

SALARY: R304 263 per annum (OSD Notches)
CENTRE: Dr. Ruth Segomotsi Mompati
REQUIREMENTS: Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driver’s license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook, Disciplinary code. Skills: People management skills and management of technical services.

DUTIES: The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.

ENQUIRIES: Mr ME Matsime Tel. No: (053) 927 3762

POST 09/187: ARTISAN PRODUCTION GRADE A REF NO: 34/2020/21
Directorate: Government Motor Fleet

SALARY: R190 653 per annum (OSD Notches)
**CENTRE**
Ngaka Modiri Molema White Fleet Maintenance

**REQUIREMENTS**
Grade 10 plus a completed apprenticeship and passed Trade Test in Motor Mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver’s license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Basic technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, Self- Management and Analytic skills. Ability to communicate and Basic Computer skills, Customer focus and responsiveness, Planning and organizing skills. Problem solving skills and decision making.

**DUTIES**

**ENQUIRIES**
Mr K Seagiso Tel No: (018) 388 9200

**DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS**
Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemner Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)

**FOR ATTENTION**
Ms S Tebejane Tel No: (018) 388 4367

**CLOSING DATE**
26 March 2021, Time (16H00)

**NOTE**
Directions to Applicants: Applications must be submitted on the prescribed new form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications, identity document and drivers license. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants’ with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) Failure to comply with the above requirements will result in the disqualification of the application. The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

**OTHER POSTS**

**POST 09/188**

**DEPUTY DIRECTOR: ASSET AND DISPOSAL MANAGEMENT REF NO: H/S 32/20-21 (X1 POST)**
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

**SALARY**
R733 257 per annum (Level 11), all-inclusive remunerative package

**CENTRE**
Head Office (Mmabatho)

**REQUIREMENTS**

ENQUIRIES: Ms K M Tumane Tel No: (018) 388 3601

POST 09/189: **DEPUTY DIRECTOR: HS MONITORING AND EVALUATION REF NO: H/S 33/20-21 (X2 POSTS)**
Chief Directorate: Human Settlements Planning and Stakeholder Management
Directorate: Human Settlements Planning Monitoring and Evaluation

**SALARY**: R733 257 per annum (Level 11), (all-inclusive remunerative package)

**CENTRE**: Head Office (Mmabatho)


ENQUIRIES: Mr T Phetlhu Tel No: (018) 388 5241

POST 09/190: **PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: H/S 36/20-21**
Chief Directorate: Human Settlements Planning and Stakeholder Management
Directorate: Human Settlements Planning Monitoring and Evaluation

**SALARY**: R618 732 – R766 228 per annum (OSD)

**CENTRE**: Head Office (Mmabatho)


DUTIES: Manage and coordinate all aspects of projects. Project accounting and financial management. Research and development.

ENQUIRIES: Mr M Mashabane Tel No: (018) 388 5401

POST 09/191: **PROFESSIONAL NURSE REF NO: H/S 46/20-21 (X1 POST)**
Chief Directorate: Corporate Services
Directorate: Human Resource Management and Development

**SALARY**: R383 226 per annum (OSD)

**CENTRE**: Head Office (Mmabatho)

**REQUIREMENTS**: Matric/Grade 12 or equivalent. Degree/ Diploma in Nursing. (NQF Level 6/7 as recognised by SAQA) Current registration with the South African Nursing Council (SANC) as a Professional Nurse. 3-5 years relevant experience in general nursing. Experience as a Professional Nurse in corporate/workplace will serve as an added advantage. Valid driver’s License. Competencies/Knowledge/Skills: Computer literacy. Good communication skills (written and verbal).

DUTIES: Provision of Health Education, Care Management and primary Health Care to employees and their immediate families. Coordinate Health Promotions and illness prevention initiatives and contribute their evaluations. Participate in assessing and evaluating Health Care Services to ensure that employees are more informed of available programmes and services. Screen health problems and communicable diseases in accordance with prescribed norms and standards.

ENQUIRIES: Ms R Modisakeng Tel No: (018) 388 4818
POST 09/192 : ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: H/S 37/20-21 (X1 POST)
Chief Directorate: Financial Management Services
Sub-Directorate: Internal Control
SALARY : R376 596 per annum. (Level 09)
CENTRE : Head Office (Mmabatho)
DUTIES : Development of departmental Post Audit Action Plan. Ensure that there are tight internal control systems within the department. Facilitate process of identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFW) in the department. Record keeping and reporting.
ENQUIRIES : Ms T Sewedi Tel No: (018) 388 - 3601

POST 09/193 : ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: H/S 38/20-21 (X1 POST)
Chief Directorate: Financial Management Services
Sub-Directorate: Supply Chain Management
SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Mmabatho)
ENQUIRIES : Ms K M Tumane Tel No: (018) 388 – 2474

POST 09/194 : ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: H/S 39/20-21 (X1 POST)
Chief Directorate: Corporate Services
Sub-Directorate: Human Resource Management and Development
SALARY : R376 596. Per annum (Level 09)
CENTRE : Head Office (Mmabatho)
DUTIES : Facilitate the development and implementation of the organisational structure. Manage Job Evaluation process including implementation of Occupational Specific Dispensation. Coordinates and manage the development of Job Profiles and Job Descriptions. Coordinates the development of business processes. Develop/ Review policies and guidelines with respect to the organisational structure, change management, job evaluations etc. supervise, guide, train and develop staff. Plan, coordinates and carry out Work Study investigations of a complex nature and make recommendations to promote service delivery. Management of Human Resource.
ENQUIRIES : Ms R Modisakeng Tel No: (018) 388 4818
POST 09/195 : ASSISTANT DIRECTOR: HUMAN RESOURCES STRATEGIES AND PLANNING REF NO: H/S 40/20-21 (X1 POST)
Chief Directorate: Corporate Services
Directorate: Human Resource Management and Development

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Mmabatho)
REQUIREMENTS: Matric/Grade 12. Degree/ National Diploma in Human Resources Management/ Public Administration/ Commercial practice (NQF Level 6/7 as recognised by SAQA). Relevant 3-5 years’ experience at supervisory level. Certificate in Human Resource Planning will be added as advantage. Valid driver’s License.
Competencies/Knowledge/Skills: Computer Literacy. Good Communication skills (written and verbal) interpersonal relations. Policy development and analysis skills. Interpretation skills and analysis of reports and presentation skills. Deep knowledge of applicable legislation within the public service such as public regulations. Employment Equity Act, HR Planning strategic framework for the public service 2015 version and public service regulation. Knowledge of implementing policies and knowledge of analysing post and establishment information.


ENQUIRIES: Ms R Modisakeng Tel No: (018) 388 4818

POST 09/196 : ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: H/S 41/20-21 (X1 POST)
Chief Directorate: Corporate Services
Directorate: Human Resource Management and Development

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Mmabatho)
REQUIREMENTS: Matric/Grade 12. Degree in Social Worker/ Psychology (NQF Level 6/7 as recognised by SAQA) Registration with South African Council for Social Services Professions (SACSSP) / Health Professions Council of South Africa. 3 – 5 years in Employee and Wellness field of which 2 years should be at a supervisory level. Computer literacy in MS Officer Packages. Valid driver’s License.

DUTIES: Implement Individual Wellness program (physical wellness and psychosocial wellness). Implement Organisational Wellness Program and implement work-life balance program. Monitor and evaluate the impact of Employee Health and wellness Program (EHWP). Conduct EHWP research, analyse data and develop intervention program.

ENQUIRIES: Ms R Modisakeng Tel No: (018) 388 4818

POST 09/197 : ASSISTANT DIRECTOR: HOUSING STATUTORY DODIES REF NO: H/S 42/20-21 (X2 POSTS)
Chief Directorate: Human Settlements Planning and Stakeholder Management
Directorate: Statutory Bodies Secretariat Support Services

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Mmabatho)
REQUIREMENTS: Matric/Grade 12. Degree /National Diploma (NQF Level 6/7 as recognised by SAQA) in Public Administration. 3-5 year's relevant experience as a Supervisor. Valid driver’s License. Competencies/Knowledge/Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy/ excellent with excel. High level of reliability. Basic written communication skills. Report/letter writing, working with spreadsheets and presentations. Ability to act with tact and discretion. Good grooming and presentation. Attention to details. Analytical. Math skills.

DUTIES: Provide Administrative duties to the North West rental Housing Tribunal Board. Monitor compliance and implementation of the Rental Housing Act and administer enforcement of rulings. Conduct consumer education on the activities of the North West Rental Tribunal. Prepare reports on claims of members of the Tribunal. To
liaise with key stakeholders and establish rental information offices in various municipalities. Management of Human Resource.

ENQUIRIES : Ms T Phetlhu Tel No: (018) 388 5241

POST 09/198 : ASSISTANT DIRECTOR-DEEDS REF NO: H/S 43/20-21 (X1 POST)
Chief Directorate: Human Settlements Development
Directorate: Housing Subsidy Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Degree/National Diploma (NQF Level 6/7 as recognised by SAQA) in Public Administration or any other relevant, equivalent qualification. 3-5 years’ experience in the Housing Environment. 2-3 years’ experience on HSS. Valid driver’s License. Competencies/Knowledge/Skills: knowledge of HSS System, Housing Development Policy & Acts, PFMA Regulations, Computer skills especially MS Excel, Report Writing Skills, Human Resource Management, Presentation skills, verbal and communication skills.


ENQUIRIES : Ms D Mokeke Tel No: (018) 388 1527

POST 09/199 : ASSISTANT DIRECTOR: TRANSFORMATION REF NO: H/S 44/20-21 (X1 POST)
Chief Directorate: Corporate Management Services
Directorate: Strategic Management Services

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Mmabatho)

DUTIES : Coordinate transformation activities and events that embrace diversity and change within the department. Facilitate departmental service Excellent and Service Delivery initiatives including SDIP, Service Charter and Standards. Coordinate the integration of Batho Pele Frameworks into department service delivery processes. Input on change and delivery management strategies.

ENQUIRIES : Mr M Magakwe Tel No: (018) 388 2272

POST 09/200 : ASSISTANT DIRECTOR: HOUSING SUBSIDY SYSTEMS REF NO: H/S 45/20-21 (X1 POST)
Chief Directorate: Human Settlements Development
Directorate: Housing Subsidy Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Degree/National Diploma (NQF Level 6/7 as recognised by SAQA) in IT, System Administration. Computer literacy, competence in Microsoft office suite (outlook, excel, PowerPoint and Word). 3-5 years’ experience at a supervisor level. Experience in housing subsidy systems. Valid driver’s License. Competencies/Knowledge/Skills: housing code and housing legislation. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. High level of reliability. Basic written communication skills. Report/letter writing, tact with spreadsheets and presentations. Ability to act with tact discretion. Good grooming and presentation.


ENQUIRIES : Ms D Mokeke Tel No: (018) 388 1527

POST 09/201 : QUANTITY SURVEYOR TECHNOLOGIST REF NO: H/S 34/20-21 (X1 POST)
Chief Directorate: Human Settlements Planning and Stakeholder Management
Directorate: Human Settlements Planning Monitoring and Evaluation

SALARY : R363 894 – R392 283 per annum (OSD)
<table>
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<tr>
<th>CENTRE</th>
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<th>DUTIES</th>
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<tr>
<td>POST 09/203</td>
<td>SENIOR FINANCIAL ACCOUNTANT (FINANCIAL SYSTEMS) REF NO: H/S 47/20-21 (X1 POST) (Chief Directorate: Financial Managements Services)</td>
<td>Ensure that suspense accounts are cleared and reconciled. Ensure that BAS period closure is successful. Perform SYSCON functions in the absence of SYSCON. Record keeping and reporting.</td>
<td>Ms T Sewedi Tel No: (018) 388 3601</td>
<td>SENIOR HOUSING SUBSIDY ADMIN REF NO: H/S 48/20-21 (X1 POST) (Chief Directorate: Human Settlements Development. Directorate: Housing Subsidy Management)</td>
<td>R316 791 per annum (Level 08)</td>
<td>Head Office (Mmabatho)</td>
</tr>
</tbody>
</table>
CENTRE: Head Office (Mmabatho)

REQUIREMENTS: Matric/Grade 12. National Diploma (NQF Level 8 as recognised by SAQA) in Public Administration. 2 – 5 year’s HSS. Valid driver’s License. Competencies/Knowledge/Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy/ excellent with excel. Basic written communication skills. Report/letter writing, working with spreadsheets and presentations. Ability to act with tact and discretion. Good grooming and presentation. Attention to details. Analytical. Math skills.


ENQUIRIES: Ms D Mokeke Tel No: (018) 388 1527

POST 09/206: ADMINISTRATION OFFICER: DEEDS REF NO: H/S 50/20-21 (X1 POST)
Chief Directorate: Human Settlements Development
Directorate: Housing Subsidy Management

SALARY: R257 508 per annum (Level 07)

CENTRE: Head Office (Mmabatho)


ENQUIRIES: Ms D Mokeke Tel No: (018) 388 1527

POST 09/207: ADMINISTRATIVE CLERK: DEEDS REF NO: H/S 51/20-21 (X4 POSTS)
Chief Directorate: Human Settlements Development
Sub-Directorate: Housing Subsidy Management

SALARY: R173 703 per annum (Level 05)

CENTRE: Head Office (Mmabatho)


ENQUIRIES: Ms D Mokeke Tel No: (018) 388 1527

POST 09/208: SUBSIDY ADMINCLERK REF NO: H/S 52/20-21 (X6 POSTS)
Sub-Directorate: Housing Subsidy Management

SALARY: R173 703 per annum (Level 05)

CENTRE: Head Office (Mmabatho)

REQUIREMENTS: Matric/Grade 12 or equivalent qualification according to SAQA). Computer literacy.0 year’s relevant experience. Competencies/Knowledge/Skills: Good communication skills. Interpretation skills. Computer literacy.

DUTIES: Completion of subsidy application forms. Registration of subsidy application forms. Editing of subsidy application forms. Administer declined captured subsidy application forms.

ENQUIRIES: Ms D Mokeke Tel No: (018) 388 1527

OFFICE OF THE PREMIER

APPLICATIONS: Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735, or hand deliver to ground floor: East Wing (Legislature entrance). Human Resource Management, Ga-rona Building, Mmabatho.

CLOSING DATE: 01 April 2021

NOTE: The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in
employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate must be submitted with your application. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

**OTHER POSTS**

**POST 09/209**

**DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: NWP/OOP/2021/06**

**SALARY**

R869 596 per annum (Level 11) (all-inclusive package)

**CENTRE**

Mmabatho

**REQUIREMENTS**

A Bachelor's degree in Human Resource Management and/ or equivalent (NQF level and credits). 6-7 years’ experience in recruitment and selection and/ or employment practices of which three (3) years must be at junior management level. Knowledge, Skills and Competencies: Knowledge of human resource management legislation in the public service. Good communications and Problem solving skills; Computer literacy; Writing and Analytical skills; Planning and organizing skills; Facilitation and presentation skills; Coordination and Project management skills.

**DUTIES**

Monitoring the recruitment and selection processes in the North West Provincial Administration. Monitoring the appointment processes in the North West Provincial Administration. Evaluate the effectiveness of recruitment, selection and appointment processes in the North West Provincial Administration. Develop and oversee the implementation of standardized recruitment, selection and appointment processes/practices across the North West Provincial Administration. Monitoring the human resource personnel records system. Contribute towards the development of the directorate’s annual performance plan and ensure that assigned projects are completed within the timeframe. Coordinate and consolidate recruitment, selection and appointment reports. Analyze the recruitment, selection and appointment practices in the North West Provincial Administration and produce intervention measures. Advise Provincial Government Departments on recruitment, selection and appointment processes. Management of staff.

**ENQUIRIES**

Mr. S.M. Bahula Tel No: (018) 388 3087

**POST 09/210**

**COMMUNICATION OFFICER REF NO: NWP/OOP/2021/07**

**SALARY**

R316 596 per annum (Level 08)

**CENTRE**

Mahikeng

**REQUIREMENTS**

3 year appropriate tertiary qualification in Communications or Corporate Branding and Marketing at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Communications/ Corporate Branding and Marketing of which 1 year should be at supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers’ license. The Incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge of Corporate communication and marketing. Good communication skills, Report writing skills, facilitate skills, Coordinate skills, Conflict resolution, problem solving, project management skills, Leadership and presentation, Interpret and innovative thinking and Research skills.

**DUTIES**

Implement an effective Marketing and branding Strategy. Update internal notice boards, Coordinate internal events. Develop marketing flyers, Posters etc. Coordinate Website Content. Arrange Website Content Management Forum quarterly meetings, Communicate organisation’s activities. Enhance the reputation of the North West Government Corporate brand: Ensure that district offices are well branded, Coordinate the process of procuring branding, business cards, corporate
gifts, calendars and diaries. Implement concepts and projects plans. Write a well-researched articles for Publications. Attend and presents Communication plans during events plenary meetings. Develop branding plans. Regular/constant interaction with government clients, stakeholders, etc. Arrange exhibition and branding materials during outreach programme and events. Distribute information products during public events. Generate reports/ action plans after public meetings. Provide districts with branding and marketing support.

ENQUIRIES: Mr Isaac Mokaila Tel No: (018) 388-5828

POST 09/211: RISK OFFICER REF NO: NWP/OOP/2021/08

Purpose: Provide support in organisational risk services and compliance audit.

SALARY: R316 596 per annum (Level 08)

CENTRE: Mahikeng

REQUIREMENTS: 3 year appropriate tertiary qualification at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Risk services and compliance audit of which 1 year should be at supervisory level. Computer literacy in MS Word, MS Excel and PowerPoint. Valid Drivers’ license. The Incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge and understanding of Government policies, Knowledge of public sector risk management framework, Knowledge of risk management processes, Understanding of internal controls systems, Knowledge of corporate compliance, Knowledge of corporate governance, Knowledge information systems security. Technical skills, Decision-making skills, skills and Execution skills.

DUTIES: To support the development and annual review of risk management policy, strategy and risk management charters. Assist with coordination of risk identification, assessment and monitoring processes across the programmes. To support the coordination of risk identification, assessments and compliance audit for the office. Analyse transactions, internal reports and financial information for potential fraud risks, Maintain reports of significant risks and recommendations. Evaluate the effectiveness of the company’s internal control framework in addressing key risks and accomplishing of goals and objectives. Provision of technical support to the internal audit steering committee and risk management Committee: Provision of training and technical support to management and employees regarding risk management frameworks and processes. Liaise with internal Audit and External Audit on audit assignment, receive and file reports from external and internal auditors and monitor progress implementation against post audit action plans. Compile monthly, quarterly and annual reports including inputs to the Cluster Audit Committee reports.

ENQUIRIES: Mr TT Maotoe Tel No: (018) 388-5086

POST 09/212: SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2021/09 (X2 POSTS)

(Recruitment and Selection and Conditions of Service)

Purpose: To register and recruitment, selection and appointment and conditions of services and remuneration

SALARY: R316 596 per annum (Level 08)

CENTRE: Mahikeng

REQUIREMENTS: 3 year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Human Resource Management and Public Administration of which 1 year should be at supervisory level. Knowledge of PERSAL System. Computer literacy in MS Word, MS Excel and PowerPoint. Valid Drivers’ license. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.

DUTIES: Implement Recruitment, Selection and Appointment: Receive and acknowledge applications, Profile applications. Provide secretarial services and render advice during selection process. Administer transport claims of candidates, prepare short-listing and interviews reports and appointment letters. Process personnel suitability checks Process appointments and promotions on PERSAL System. Provision of conditions of service and Remuneration: Capture leave applications on PERSAL, process recognition of long service, grade progressions, acting and role playing allowance. Administer service terminations, Circulate assets and state liability forms, and conduct exit interviews. Compile pension withdrawal forms on GEPF.
on-line system, process funeral claim benefits and Capture nomination of beneficiaries. Process transfers, relocations and movements.

ENQUIRIES : Mr PK Letebejana Tel No: (018) 388-3741
ANNEXURE R

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE: 29 March 2021
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 09/213: FARM MANAGER: FARM SERVICES REF NO: AGR 09/2021

SALARY: R257 808 per annum (Level 07)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 6 months’ relevant technical experience; A valid code B driving license. Recommendation: Relevant experience (Livestock, cropping, grazing, irrigation related); Staff management experience; Experience in maintenance of machinery. Competencies: Knowledge of the following: Agricultural in general; HR Management; Various practical agricultural activities; Basic financial skills; Proven computer literacy (MS Office); Communication (Written and verbal) skills; Listening skills; Record keeping and filing.

DUTIES: Manage natural resources: Implement veld management systems e.g. rotational grazing, burning, applying appropriate stocking rates (grazing capacity); Manage day-to-day agricultural activities: Cultivation of land eg. propagation of plants, administration of weed killers and pesticides, ensuring optional soil preparation, production, harvesting and storage; Implement new and maintain existing infrastructure; Perform administrative related functions and reporting.

ENQUIRIES: Mr BB Aucamp at Tel No: (021) 808 5172

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE: 29 March 2021
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 09/214: ASSISTANT DIRECTOR: CAPACITY BUILDING AND INSPECTIONS REF NO: CAS 01/2021

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) with History as main/major subject; A minimum of 3 years’ experience in the Archival/Records Management field; A valid code B (or higher) driving license. Recommendation: A 3 year tertiary qualification in Archival studies; Knowledge and understanding of: Automated storage and retrieval systems, Electronic records, Database design and Electronic publications. Competencies: Knowledge of Legislation, policies and procedures of the Western Cape Archives and Records Services; Public management practices in South Africa and other countries; Public
service reporting structure; Public speaking; Good planning and organising skills; Communication (verbal and written) skills.

**DUTIES**

- Management and administration of the Capacity Building and Inspections Division;
- People/ staff management; Training of records managers and registry staff in governmental bodies in the Western Cape Province; Records audits to ensure transparent and accountable records management practices; Compile, update and distribute guides and directives and ensure compliance.

**ENQUIRIES**

Ms J. Hogg at Tel No: (021) 483 0402

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 09/215**

**SYSTEM ANALYST REF NO: CAS 03/2021**

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**

- An appropriate 3-year tertiary qualification in Information Technology; A minimum of 1 year relevant experience; A valid (Code B or higher) driving license.
- Competencies: Knowledge of the following: Retrieval and automated storage systems; Functional records classification systems; Proven computer Literacy;
- Skills: Good (verbal and written) communication; Research; Analytical and strategic thinking; Good interpersonal relations and a passion for electronic and computer records, archives and systems.

**DUTIES**

- Ensure efficient analysing of documents, records, information and archival systems; Analyse and evaluate existing or proposed systems; Ensure efficient implementation and maintenance of internal operating systems, hardware and software and the archives website; Skills development and administration.

**ENQUIRIES**

Mr T Robertson at Tel No: (021) 483 0429

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 09/216**

**PRESERVATION ASSISTANT: PRESERVATION SERVICES REF NO: CAS 02/2021**

**SALARY**

R122 595 per annum (Level 03)

**CENTRE**

Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**

- Senior Certificate (Grade 12) or equivalent qualification; A minimum of 1-year experience. Recommendations: Appropriate experience in the care and handling of heritage collections; Background with hand-skills such as art and craft classes / hobbies; Interest in working with heritage; Level of fitness and strength to allow for the lifting of heavy items, and ability to work standing for lengthy periods.
- Competencies: Knowledge and understanding of the following: Archival materials and agents of deterioration in archival materials; Archival collections and their organisation, as well as of archival legislation; Accuracy and neatness; Organising, planning and research skills; self-motivated and able to work under solitary conditions within the stack room areas; Time management skills appropriate to practical hand-skill work; Proven computer literacy; Willingness to learn and take instruction; Willingness to work with one’s hands in a practical-oriented environment; Ability to work well within a team and independently; especially being self-motivated and able to work under solitary conditions within the stack room areas; Accuracy and neatness in work done, sense of responsibility for work executed; Communication skills; Organising skills.

**DUTIES**

- Ensuring that the archival collection (which includes historical documents) are maintained and cared for, under supervision from archives conservator; Applying national and internationally recognised standards of preventative conservation for the care and maintenance of the archival collection – to prevent or mitigate the deterioration of cultural property in storage, on exhibition or in transit; Assist with the shelving of records and protective enclosures for records, including: Boxing re-boxing of archival materials, repacking archival materials as required; Making (printing and cutting) and applying (with glue and brush) labels for the archival number and source codes on storage enclosures, to required standards of accuracy and neatness within an agreed timeframe; Participate in good housekeeping activities such as the cleaning records, shelves and stack room areas as required; Monitoring and reporting on stack room conditions, and responding to any emergencies; Making of simple protective enclosures, as well as basic cleaning and remedial repairs under supervision.

**ENQUIRIES**

Ms C Ngobo at Tel No: (021) 483 0434
APPLICATIONS: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za.

NOTE: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

POST 09/217: GROUNDSMAN: ARCHIVE ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 04/2021

SALARY: R102 534 per annum (Level 02)

CENTRE: Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS: Basic literacy and numeracy (ABET level). Competencies: Basic understanding of the following: Ability to plan ahead (pro-active), work independently, as well as in a team; Written and verbal communication skills; Computer literacy; Interpersonal relations; Self-motivation; Planting and pruning; Organising skills.

DUTIES: Ensure that the gardens and courtyards are cared for and maintained; cleaning of grounds of two buildings; assist with minor building maintenance.

ENQUIRIES: Ms L Mentjies at Tel No: (021) 483 0450

APPLICATIONS: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za.

NOTE: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 09/218: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

West Coast District

SALARY: R562 800 (PN-B3) per annum

CENTRE: Vredendal Noord CDC

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Diploma qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and
Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic Diploma qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES: Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management with regard to data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management with regard to ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.

ENQUIRIES: Dr JE Eygelaar Tel No: (027) 213-4070
APPLICATIONS: The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION: Ms ME Tangayi
NOTE: No payment of any kind is required when applying for this post. You may be requested to do a practical session prior to the interview.
CLOSING DATE: 26 March 2021

POST 09/219: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirement of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel, PowerPoint and emails.)


ENQUIRIES: Ms M Manuel Tel No: (044) 604 6106
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 26 March 2021
POST 09/220 : CLINICAL PROGRAMME COORDINATOR (INTEGRATED HEALTH SERVICES)
West Coast District

SALARY : R444 276 (PN-A5) per annum (plus a non-pensionable rural allowance of 8% of the basic salary).

CENTRE : Matzikama Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Community Nursing Science and Midwifery. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Community Nursing Science and Midwifery. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to work overtime if and when required and travel in the District and to Cape Town.

Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, PowerPoint and Excel).

DUTIES : (key result areas/outputs): Co-ordination and implementation of the Sub-district integrated comprehensive services and establishing health services linkages on all service platforms Health System of the Department of Health at Sub-district level. Provide oversight, supervision and support to health facilities iro the implementation of quality assurance policies, guidelines, protocols, norms and standards. Involvement with SD skills development committee in skills development and training to support integrated health services provision. To strengthen and coordinate internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance.

ENQUIRIES : Dr E Eygelaar Tel No: (027) 213-4070

APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms ME Tangayi

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a computer literacy test.

CLOSING DATE : 26 March 2021

POST 09/221 : SOCIAL WORK SUPERVISOR: GRADE 1
Chief Directorate: Metro Health Services

SALARY : R384 228 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: A Bachelor’s degree/Diploma or equivalent qualification in Social work that allows registration with the SA Council for Social Service Profession (SACSSP) as a Social Worker. Experience: A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with SACSSP. Inherent requirement of the job: Valid driver’s license. Competencies (knowledge/skills): Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong leadership, problem-solving, decision-making, negotiation- and conflict-resolution skills. Competency in Public Sector People Management, including Supervisory and Managerial skills in Health-related setting, Recruitment &amp; Selection, Performance Management, and Labour relations. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) with the appropriate computer literacy skills.

DUTIES : Comprehensive and Operational Management of Social Work services and an Interdisciplinary Team. Financial and asset management within resources and according to the prescripts of Western Cape DoH. Comprehensive People Management and development of staff in relevant and delegated section. Information Management to promote service delivery policy development and implementation at WCR. Liaison with internal (DOH) stakeholders to improve continuity of care. Liaison with external stakeholders in respect with training, research and innovation in the field.

ENQUIRIES : Ms Janine Y White Tel No: (021) 370 2317

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a computer literacy test.

CLOSING DATE: 26 March 2021

POST 09/222: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)
Garden Route District

SALARY:
Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
(Plus non pensionable rural allowance of 8% of your annual basic salary)

CENTRE: Support and Outreach Oudtshoorn PHC

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year in Medical and Surgical Nursing Science: Ophthalmological Nursing. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Registration with the South African Nursing Council: Registration with the SANC as Professional Nurse and proof of current registration. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office).Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES: Responsible for the Ophthalmic Health Services within the Sub-district (i.e. Hospital; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Oudtshoorn sub-district to ensure appropriate service delivery.

ENQUIRIES: Ms J Matyhila Tel No: (044) 203-7205
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."
staff accommodation. Ensure proper maintenance and repair of facilities and equipment.

**ENQUIRIES** : Dr CA Dreyer Tel No: (044) 203-7204
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
**CLOSING DATE** : 26 March 2021

**POST 09/224** : **FORENSIC TOXICOLOGIST**
Chief Directorate: Emergency and Clinical Services Support
Directorate: Forensic Medicine and Toxicology, Forensic Pathology Services

**SALARY** : R376 596 per annum
**CENTRE** : Observatory
**REQUIREMENTS** : Minimum educational qualification: Master’s degree in biomedical forensic science or an equivalent field with coursework in general and organic chemistry (beyond first year), one course in statistics and at least one full semester course in analytical and/or interpretive forensic toxicology or pharmacology (beyond first year).
Experience: At least 1 year's post-graduate laboratory experience within a forensic toxicology laboratory environment is required. Theoretical knowledge and experience in using laboratory equipment/instrumentation such as CO-OXimeter, GC/MS, LC-MS/MS, centrifuges, balances, pipettes – must be evident. Experience in handling human biological samples and other hazardous chemicals/waste and gases. Experience in QA/QC and quality management systems is required.
Inherent requirement of the job: A valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to work independently, set priorities and work efficiently, keep accurate records, and accurately analyse data. Must be a team player who works closely with colleagues. The incumbent must be innovative, dedicated and willing to work in a flexible and developing environment. Must understand the role of toxicology in post-mortem investigations. Knowledge of analytical toxicology instrumentation, laboratory safety and quality assurance/quality control procedures and ethical, moral and professional standards in toxicology. Must have experience in chain-of-custody procedures and forensic laboratory requirements and understanding and adherence to relevant legislation and legal obligations.

**DUTIES** : QA/QC: Must support the writing and reviewing of procedures and work instructions, and support maintenance of the quality management system within the toxicology laboratory. Laboratory support and operations: Maintain Good Laboratory Practice, health and safety requirements and quality guidelines in the laboratory. Analyse and report (in affidavit/laboratory form) toxicological results to stakeholders in timeous nature. Accession and prepare biological specimens for instrumental analysis. Work on, troubleshoot and maintain equipment and instruments (e.g. GCMS and LCMSMS). Develop and validate instrumental methods, document raw data and monitor results. Teaching/research: Provide academic support, including teaching, and research supervision of postgraduate students. Resource management and administration: Write specifications for consumables and medical equipment. Provide administrative assistance where required and ensure all reports are accurate and timeous.

**ENQUIRIES** : Ms B Davies Tel No: (021) 406 6026/6412 or Bronwen.davies@uct.ac.za
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. The Forensic Toxicology Unit of University of Cape Town and Forensic Pathology Service (FPS), Department of Health, strives to serve the community and justice system and be a leader in toxicology service, research, and teaching. The incumbent will form part of this dynamic and driven team who are striving to change forensic toxicology in the country. The incumbent(s) will be assigned to the Division of Forensic Medicine and Toxicology and assist in laboratory work and development, management of quality systems, and routine case work as related to FPS needs. No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.

**CLOSING DATE** : 26 March 2021

**POST 09/225** : **FORENSIC TOXICOLOGIST (SCIENTIST)**
Chief Directorate: Emergency and Clinical Services Support
Directorate: Forensic Medicine and Toxicology, Forensic Pathology Services

**SALARY** : R376 596 per annum
**CENTRE** : Observatory
REQUIREMENTS : Minimum educational qualification: MPhil Biomedical Forensic Science Degree or equivalent with coursework in general and organic chemistry (beyond first year), one course in statistics and at least one full semester course in analytical and/or interpretive forensic toxicology or pharmacology (beyond first year). Experience: At least one year’s post-graduate laboratory experience within a forensic toxicology laboratory work environment is required. Theoretical knowledge and experience in using laboratory equipment/instrumentation such as COOX, UV-VIS, centrifuges, balances, pipettes – must be evident. Experience in handling human biological samples and other hazardous chemicals/waste and gases. Experience in QA/QC and quality management systems must be evident. Experience with information systems and database development and management must be evident. Experience in method development or validation is required. Inherent requirement of the job: A valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to work independently, set priorities and work efficiently, keep accurate records, and accurately analyse data. Must be a team player who works closely with colleagues. The incumbent must be innovative, dedicated and willing to work in a flexible and developing environment. Must understand the role of toxicology in post-mortem investigations. Knowledge of analytical toxicology instrumentation, laboratory safety and quality assurance/quality control procedures and ethical, moral and professional standards in toxicology. Knowledge of chain-of-custody and forensic laboratory requirements and understanding and adherence to relevant legislation and legal obligations.

DUTIES : Operational: Support drug-death scene investigation and protocol development and specimen management optimisation. Analyse and report (in affidavit form) toxicological results to stakeholders in timeous nature. Accession and prepare biological specimens for instrumental analysis. Laboratory: Maintain Good Laboratory Practice, health and safety requirements and quality guidelines in the laboratory. Work on, troubleshoot and maintain equipment and instruments. Develop and validate instrumental methods, document raw data and monitor results. QAQC: Contribute to quality development in the laboratory including writing and reviewing of SOPs and work instructions. Administrative and resource management: manage inventory systems. Write specifications for consumables and medical equipment. Provide administrative assistance where required. Support VBA and other coding of databases. Manage the internal forensic toxicology database and annual reports. Teaching/research: Provide academic support, including teaching, and research supervision of postgraduate students.

ENQUIRIES : Ms B Davies Tel No: (021) 406 6026/6412 or Bronwen.davies@uct.ac.za

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. The Forensic Toxicology Unit of University of Cape Town and Forensic Pathology Service (FPS), Department of Health, strives to serve the community and justice system and be a leader in toxicology service, research, and teaching. The incumbent will form part of this dynamic and driven team who are striving to change forensic toxicology in the country. The incumbent(s) will be assigned to the Division of Forensic Medicine and Toxicology and assist in laboratory work and development, management of quality systems, and routine case work as related to FPS needs. No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.

CLOSING DATE : 26 March 2021

POST 09/226 : FORENSIC TOXICOLOGIST (QUALITY OFFICER)

Chief Directorate: Emergency and Clinical Services Support
Directorate: Forensic Medicine and Toxicology, Forensic Pathology Services

SALARY : R376 596 per annum

CENTRE : Observatory

REQUIREMENTS : Minimum educational qualification: Master’s degree in biomedical forensic science or an equivalent field with coursework in general and organic chemistry (beyond first year), one course in statistics and at least one full semester course in analytical and/or interpretive forensic toxicology or pharmacology (beyond first year). Experience: At least 1 year’s post-graduate laboratory experience within a forensic toxicology laboratory environment is required. Theoretical knowledge and experience in using laboratory equipment/instrumentation such as CO-OXimeter, GC/MS, LC-MS/MS, centrifuges, balances, pipettes – must be evident. Experience in handling human biological samples and other hazardous chemicals/waste and gases. Experience in QA/QC and quality management systems is required. Experience with information systems and database development and management must be evident. Understanding of method development and validation is required. Competencies (knowledge/skills): Ability to work independently, set priorities and
work efficiently, keep accurate records, and accurately analyse data. Must be a team player who works closely with colleagues. The incumbent must be innovative, dedicated and willing to work in a flexible and developing environment. Must understand the role of toxicology in post-mortem investigations. Knowledge of analytical toxicology instrumentation, laboratory safety and quality assurance/quality control procedures and ethical, moral and professional standards in toxicology. Must have experience in chain-of-custody procedures and forensic laboratory requirements and understanding and adherence to relevant legislation and legal obligations. Inherent requirement of the job: A valid (Code B/EB) driver's license

**DUTIES**

**QMS:** Act as the quality officer for FTU. Manage and maintain the quality management system within the toxicology laboratory – including all procedures, forms, documents and training according to ISO19075:2017. Laboratory support and operations: Maintain Good Laboratory Practice, health and safety requirements and quality guidelines in the laboratory. Analyse and report (in affidavit/labatory form) toxicological results to stakeholders in timeous nature. Accession and prepare biological specimens for instrumental analysis. Work on, troubleshoot and maintain equipment and instruments (e.g. GCMS and LCMSMS). Develop and validate instrumental methods, document raw data and monitor results. Teaching/research: Provide academic support, including teaching, and research supervision of postgraduate students. Resource management and administration: Support monitoring and management of stock and purchases. Write specifications for consumables and medical equipment. Provide administrative assistance where required. Support VBA and other coding of databases.

**ENQUIRIES**
Ms B Davies Tel No.: (021) 406 6026/6412 or Bronwen.davies@uct.ac.za

**APPLICATIONS**
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

**NOTE**
No payment of any kind is required when applying for this post. The Forensic Toxicology Unit of University of Cape Town and Forensic Pathology Service (FPS), Department of Health, strives to serve the community and justice system and be a leader in toxicology service, research, and teaching. The incumbent will form part of this dynamic and driven team who are striving to change forensic toxicology in the country. The incumbent(s) will be assigned to the Division of Forensic Medicine and Toxicology and assist in laboratory work and development, management of quality systems, and routine case work as related to FPS needs. No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.

**CLOSING DATE**
26 March 2021

**POST 09/227**
SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT

**SALARY**
R316 791 per annum

**CENTRE**
Overberg District Office

**REQUIREMENTS**
Minimum educational qualification: An Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health Information Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel and overnight. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Intermediate to advanced computer literacy especially in MS Office with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process.

**DUTIES**
Ensure good quality data, compliance and adherence to legislative target dates. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports and helping with information management during campaigns. Adhere to national/provincial data policies and maintain good quality data at all times within the District/Sub-district. Support with monthly district/sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when assigned or needed. Project management with regards to Data, IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties. Interrogate Data and generate reports e.g. via SINJANI, Business Intelligence and other related health systems.

**ENQUIRIES**
Mr L Benjamin Tel No: (028) 214-5800

**APPLICATIONS**
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test which may include a practical/computer literacy test.

CLOSING DATE: 26 March 2021

POST 09/228:

ADMINISTRATIVE OFFICER: SUPPORT SERVICES (TELEPHONE EXCHANGE)
Groote Schuur Hospital

SALARY: R257 508 per annum
CENTRE: Groote Schuur Hospital
REQUIREMENTS:

DUTIES:
Manage the Operations of the Telephone Exchange and provide admin support to the Clinical Heads and head of department. Personnel Management, including submission of monthly reports, submission monthly stats and maintain the telephone directory. Ensure that all equipment at Telephone Exchange including the electronic switchboard and all telephone equipment and telephone lines are in a good working condition. Respond and resolve all queries and complaints, including telephone faults and repairs. Assist in the Call Monitoring Office, Paging and ensure that on call rosters are send out on a daily basis.

ENQUIRIES:
Mr J Corner Tel No: (021) 404-2303

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical skills test.

CLOSING DATE: 26 March 2021

POST 09/229:

ADMINISTRATION CLERK: WARDS
Chief Directorate: Rural Health Services

SALARY: R173 703 per annum
CENTRE: George Regional Hospital
REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a Hospital environment. Inherent requirements of the job: Willingness to work flexi-time/shifts. Willingness to relieve other ward clerks and work above your normal duty hours when required. Competencies (knowledge/skills): Good computer literacy, MS Office applications including Word, Excel, PowerPoint and Outlook. Electronic processing of operational statistics. Procurement knowledge to facilitate and maintain adequate stock and equipment levels. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES:
Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing unit. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS and other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments

ENQUIRIES:
Ms J Ehlers Tel No: (044) 802-4356/7

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 26 March 2021

POST 09/230:

ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)
West Coast District

SALARY: R173 703 per annum
CENTRE: Swartland Hospital

DUTIES:
Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing unit. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS and other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments

ENQUIRIES:
Ms J Ehlers Tel No: (044) 802-4356/7

APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 26 March 2021
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Procurement and warehousing on a computerised system. Inherent requirement of the job: Valid (Code B/EB) drivers license. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehouse and Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work in a physically demanding environment.


ENQUIRIES: Mr MH Leander Tel No: (022) 487-9230

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 26 March 2021

POST 09/231: GENERAL WORKER STORES (ASSISTANT)

Cape Winelands Health District

SALARY: R102 534 per annum

CENTRE: Robertson Hospital, Langeberg Sub-District

REQUIREMENTS: Minimum requirement: Basic numeric and literacy skills. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Physically able to handle stock. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work in a physically environment and Ability to work independently and in a team. Computer Literacy (Microsoft Word, Excel).

DUTIES: Issue and delivery of stock and equipment to all facilities in Langeberg Sub District. Assist Store Clerk with packing and unpacking of stock and equipment. Assist with the receiving of goods and rotate stock (first in first out). Conduct spot check in the store and report damage and expiry stock. Cleaning of various stores and non-storage areas within the main stores. Provide effective support to supervisor and colleagues.

ENQUIRIES: Ms M Le kay Tel No: (023) 626-8524

APPLICATIONS: The Manager: Medical Services, Department of Health, Langeberg Sub-district, Private Bag X617, Robertson, 6705.

FOR ATTENTION: Ms E Volschenk

NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE: 26 March 2021

PROVINCIAL TREASURY

CLOSING DATE: 29 March 2021

NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link:
Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

POST 09/232 : CHIEF DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: PT 04/2021
(One-Year Contract Appointment)

SALARY : R1 251 183 per annum (Level 14), (All-inclusive salary package.) The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate Postgraduate Degree or equivalent in Finance/ Economics/ Commerce/ Built environment; A minimum of 6 years relevant senior managerial level experience in a public sector Infrastructure planning and delivery environment; A valid driving license; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Extensive knowledge and understanding of public policies and procedures; Working knowledge of the functioning of National, Provincial, or Local Government; Knowledge of Financial Management and Project Management; Extensive knowledge of PFMA and MFMA and Treasury Regulations; Basic knowledge of the functioning of MS Office applications; Extensive knowledge of the Infrastructure Delivery Management System; Core Competencies: Strategic Capability and Leadership; People Management and Empowerment Programme and Project Management; Financial Management; Change Management.

DUTIES : Provide oversight and support with regard to Infrastructure Performance Management; Oversee the monitoring of Infrastructure Financial Management; Provide monitoring, oversight and support with regard to Infrastructure Planning Portfolio Management and infrastructure projects/programmes; Provide monitoring and oversight with regard to operations, services and maintenance; People Management.

ENQUIRIES : Dr R Havemann at Tel No: (021) 483 5715

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 29 March 2021
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 09/233 : DEPUTY DIRECTOR: BUSINESS PLANNING REF NO: DSD 22/2021

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 3 years management level experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Global, regional and local political, economic and social affairs impacting on the PGWC; Management principles; Public Service procedures; People management planning and practices; Labour relations; Financial management. Expert knowledge of strategic management processes; Skills: Problem solving; Facilitation; Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking;
Strategic thinking; Financial and administration; Project management skills. Ability to: Interpret and apply relevant policies and procedures; Analyse, conceptualise and implement policy; Research.

**DUTIES**
Plan and manage the strategic and operation planning processes for the Department: Coordinate the strategic planning process; Compile strategic documents and reports: Manage the process of collaborating with the Directorate Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Facilitate the development of the Service Delivery Improvement Plans (SDIPs); Coordinate the design of project plans to develop SDIPs for the Department; Coordinate the publication of the Annual Performance Plan, Annual Report and Citizen's Report for the Department: Manage the collaboration with the Sub-directorate Communication in the printing, translation and proof-reading of the Annual Performance Plan; People Management: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component’s Business Plan; Financial Management: Actively participate in the budgeting process at Directorate level.

**ENQUIRIES**
Ms S Niefhtagodien at Tel No: (021) 483 8440/6279

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 09/234**
**SOCIAL WORK SUPERVISOR: FACILITY POLICY PLANNING AND PROFESSIONAL SERVICES (OUTENIEKWA) REF NO: DSD 31/2021**

**SALARY**
R384 228 - R445 425 per annum (OSD as prescribed).

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

**DUTIES**
Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**
Ms B Nicholas at Tel No: (044) 8037508

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 09/235**
**ADMINISTRATIVE OFFICER (MONITORING): CHILD PROTECTION REF NO: DSD 12/2021**

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; the following skills: Decision Making; Problem-solving; Planning & Organising; Written and verbal communication skills.

**DUTIES**
Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO’s; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

**ENQUIRIES**
Dr L Corrie at Tel No: (021) 483 4414

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APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 09/236: STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO. DSD 27/2021 (X3 POSTS - GEORGE, GOODWOOD AND WYNBERG)

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year Tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure; Budget process; Analytical problem solving; Report writing; Communication (written and verbal) skills; Proven computer literacy (MS Office packages); Numeri and mathematical skills.

DUTIES: Render Management Accounting Services (Budgeting process); Render financial accounting services; Render Supply Chain Management Services; Supervise employees.

ENQUIRIES: Ms J Abercrombie at Tel No: (021) 483 3927

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 09/237: SOCIAL WORKER: PROFESSIONAL SERVICES (HORIZON) REF NO: DSD 28/2021

SALARY: Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
          Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
          Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
          Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the
social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES: Mr M Johnson at Tel No: (073) 300 6510
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 09/238
SALARY: Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license.
Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES: Ms C A Nell at Tel No: (027) 213 2096
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 09/239
SALARY: R257 508 per annum (Level 07)

CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Department of Social Development systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Report writing skills; Communication (written and verbal) skills.

DUTIES: Collate all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes; Liaise with internal/external stakeholders.

ENQUIRIES: Mr RM MacDonald at Tel No: (027) 213 2096
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 09/240

EDUCATION OFFICER: FACILITY MANAGEMENT
REF NO: DSD 35/2021 (X9 POSTS AT VARIOUS LOCATIONS)

SALARY
R257 508 per annum (Level 07)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; People management processes; Labour relations; Financial management; Project management; Written and verbal communication skills; Ability to interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning, presentation and facilitation skills; Influencing, communication and interpersonal relations.

DUTIES
Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

ENQUIRIES
Ms D Baugaard at Tel No: (021) 826 5972

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

POST 09/241

PROFESSIONAL NURSE: PROFESSIONAL SERVICES (LINDELANI)
REF NO: DSD 18/2021

SALARY
Grade 1: R256 905 - R297 825 per annum (OSD as prescribed)
Grade 2: R315 963 - R362 865 per annum (OSD as prescribed)
Grade 3: R383 226 - R485 475 per annum (OSD as prescribed)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required.

Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

DUTIES
Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES
Mr E J Buys at Tel No: (021) 986 9100

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)
POST 09/242 : PROFESSIONAL NURSE; PROFESSIONAL SERVICES (HORIZON) REF NO: DSD 25/2021

SALARY : Grade 1: R256 905 - R297 825 per annum (OSD as prescribed)  
Grade 2: R315 963 - R362 865 per annum (OSD as prescribed)  
Grade 3: R383 226 - R485 475 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Mr M Johnson at Tel No: (073) 300 6510

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 09/243 : CHILD AND YOUTH CARE SUPERVISOR; PROFESSIONAL SERVICES (VARIOUS LOCATIONS) REF NO: DSD 34/2021

SALARY : Grade 1: R199 188 per annum (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving license. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to subordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.

ENQUIRIES : Mr E Buys at Tel No: (021) 986 9107

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 09/244: ADMINISTRATION CLERK: LOGISTICAL SERVICES (VREDENBURG) REF NO: DSD 20/2021

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Communication (written and verbal) skills; Planning and organising skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

DUTIES: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES: Ms D Smit at Tel No: (022) 713 2272

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 09/245: STAFF NURSE: PROFESSIONAL SERVICES (VREDELUS) REF NO: DSD 26/2021

SALARY: Grade 1: R171 381 - R192 879 per annum (OSD as prescribed)
Grade 2: R204 627 - R230 307 per annum (OSD as prescribed)
Grade 3: R242 166 - R297 825 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.

DUTIES: Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

ENQUIRIES: Mr E Buys at Tel No: (021) 986 9100

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 09/246: CHILD AND YOUTH CARE TEAM LEADER: AT VARIOUS LOCATIONS) REF NO: DSD 33/2021 (X6 POSTS AT VARIOUS LOCATIONS)

SALARY: Grade 1: R157 245 - R176 982 per annum, OSD as prescribed

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving license. Recommendation: Registration as a...
Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Proven computer literacy; Written and verbal communication skills; Ability to intervene and resolve conflict; Report writing skills; Presentation and facilitation skills; Planning and organising skills; Work effectively with social workers and members of multi-sectoral teams in social service delivery.

**DUTIES**

Serve as a team leader for child and youth care workers during shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all clerical functions required; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions.

**ENQUIRIES**

Mr E Buys at Tel No: (021) 986 9107

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncape.gov.erecruit.co](https://westerncape.gov.erecruit.co)

**POST 09/247**

**SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (CEDERBERG)**

**REF NO:** DSD 21/2021

**SALARY**

- Grade 1: R148 215 – R166 830 per annum (OSD as prescribed)
- Grade 2: R176 982 – R199 188 per annum (OSD as prescribed)
- Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

- **Grade 1**: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving license. Or **Grade 2**: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years’ appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3**: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving license. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

**DUTIES**

Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional
development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES
APPLICATIONS
POST 09/248

ENQUIRIES
APPLICATIONS
POST 09/249

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

OTHER POSTS
DUTIES: Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES: Mr A November at Tel No: (076) 816 4564
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 09/250: MESSENGER: OFFICE SUPPORT SERVICES REF NO: TPW 27/2021

SALARY: R102 534 per annum (Level 02)
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: Junior Certificate (Grade 10 certificate or equivalent qualification); A valid code E/EB driving license. Competencies: Knowledge of the following: Communication (written and verbal) skills; Interpersonal skills; Team work and ability to work independently; Planning and organising skills.
DUTIES: Collecting and delivering of mail and documentation; Record keeping of registers; Assistance to Archive Clerk.

ENQUIRIES: Mrs T Tennant at Tel No: (021) 467 4729
APPLICATIONS: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za.

NOTE: To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.